

**THE HONG KONG POLYTECHNIC UNIVERSITY****Institute of Textiles and Clothing****Job Specification**

<b>Posting Date:</b>	7/9/2020
<b>Post / Position:</b>	E commerce operations assistant
<b>Company</b>	Silver Lining Lingerie Ltd
<b>Nature of Business:</b>	Trading
<b>Location:</b>	Tai Kok Tsui
<b>Job Description / Responsibility:</b>	<p><b>Job Requirement</b></p> <ul style="list-style-type: none"><li>- Degree or Diploma Holder in Fashion design / related discipline.</li><li>- Proficient in Mac computer/ photography / photoshop /Illustrator</li><li>- Self motivated, well organized , Reliable , able to work with team</li><li>- Good interpersonal skill , Presentation skills &amp; communication skills</li><li>- Strong women Fashion sense</li><li>- 1-2 year working experience , fresh graduates will also be considered</li><li>- Immediately Available is preferred</li></ul> <p><b>Responsibility:</b></p> <ul style="list-style-type: none"><li>- Manage online shop owned by the company, including upload products' photos, prepare products' description and update inventory, daily operation etc.</li><li>- Product shooting for online shop.</li><li>- Create content for social media platform</li><li>- Create lookbook</li><li>- Market research</li><li>- Working closely to merchandising team to follow up development</li></ul>
<b>Salary and Fringe Benefits:</b>	HKD 12-16 K
<b>No. of vacancy:</b>	1
<b>Requirement:</b>	1 year experience
<b>Additional Information:</b>	
<b>Please contact:</b>	Karen Ng
<b>e-address:</b>	karenng@lalingerie.com.hk
<b>Closing Date:</b>	7/Oct /2020