

**Company Overview**

We are a reputable swimwear apparel manufacturing and retail group in Hong Kong with a workforce of 4,000 workers. We have manufacturing operations in China and Vietnam.

We have a worldwide customer base and offer to our customers a variety of styles and prints. Our customers are high-end fashion brands, department stores, specialty stores, and mail order companies, which are highly recognisable names in the apparel and fashion industry.

We are looking for a highly competent professional to join our team and have the following vacancy:

**Assistant Executive (Business Development & Marketing)****Responsibilities**

- Assist Business Development Manager / Senior Marketing Executive on handling new customers set up process
- Answer and manage customer enquiry phone line and email inbox
- Proactively contact new / potential customers
- Conducting market researches
- Prepare presentation materials e.g. power points / video
- Type minutes and meeting recaps
- Prepare costing, following sample development and ship out parcels
- Attend / organizing trade shows and fairs
- Filing data, documents and marketing materials
- Ensure tidiness of the show room
- Work closely with designers and merchandising team

**Requirements:**

- Diploma holder in marketing, or merchandising or related disciplines
- Strong communication skills, independent, proactive and positive working attitude
- Ability to work under pressure
- Willing to learn and start with KYP (Know Your Product)
- Sense of fashion and creativity
- Extensive knowledge of MS Office
- Fluent written & spoken English, Chinese & Mandarin
- Willing to travel China / Overseas
- At least 1 year of experience in the garment industry (preferably swimwear)

We offer a competitive compensation package to the right candidate.

For those interested, please apply with full resume including salary expectation and availability by email [jobapply@legendswimwear.com](mailto:jobapply@legendswimwear.com)

All data collected will only be used for recruitment purpose and kept confidential.

**Benefits:**

Double pay, Education allowance, Five-day work week, Medical insurance