

Job Information

Post Title	Manager – Fashion Programme
Company Name	Hong Kong Design Centre
Business Nature / Introduction	Design Promotion
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • Work closely with Senior Manager in taking up the planning, implementation and delivery of assigned fashion promotional programme(s), including Fashion Asia where a series of conferences, forums, exhibitions, networking events and outreach/concurrent programmes will be involved, with quality and in compliance with governance and administrative requirements • Monitor the work progress and undertake effective project management, including event operations, budgetary control, timely reporting, assessment of outcomes and impact of the related activities • Work closely with various vendors and liaise with internal and external parties across public and private sectors, including sponsors, PR agencies, supporting organizations, business partners, etc, and always be on top of project status and progress • Hospitality arrangement and coordination for speakers, designers and other VIP guests • On site management for installation and logistics supervision and/or inspection, perform quality check when required • Support on marketing communications, public relations & marketing promotions for expanded reach and impact • Effectively handle logistics, work progresses, result evaluation and reporting, make sure the process and documentations are in compliance with governance and administrative requirements • Perform ad hoc assignments as required
Requirements / Qualification	<p>Preferred Qualifications: Research postgraduate/taught postgraduate/undergraduate graduates in the following fields of study:</p> <ul style="list-style-type: none"> • Design • Intimate Apparel and Activewear • Knitwear Design and Technology • Retail and Marketing • Technology

	<p>Other Requirements:</p> <ul style="list-style-type: none"> • Bachelor degree holder who is a highly motivated and versatile individual • At least 8 years' work experience in fashion field managing scalable projects • Possesses excellent communication skills in written and spoken English & Chinese, comfortably works in a cultural diverse environment • Be proactive, detailed-minded, responsive and adaptable team player with tactful interpersonal skills to deal with working partners from all levels • Able to deliver under pressure and to perform in a deadline driven environment; Willing to work overtime during event period • Independent, collaborative and good problem-solving abilities are essential • Possesses good knowledge in the fashion industry • Strictly adhere to project timeline and deadlines
Target Commencement Date	As soon as possible
Additional Information	<p>Working Location: Kowloon Bay / Tsuen Wan</p> <p>More information about Fashion Asia Hong Kong: https://www.fashionasiahk.com/en/</p>
Application Method	<p>Interested parties are invited to apply by sending your resume with full details of education, work experience, current & expected salary, contact telephone number and earliest available date to the Human Resources Office, Hong Kong Design Centre, Unit 602, 6/F, Mill 5, The Mills, 45 Pak Tin Par Street, Tsuen Wan or by clicking “Apply Now” or email to: hr@hkdesigncentre.org on or before 22 April 2021.</p> <p>HKDC reserves the right not to make appointment for the post(s) advertised. Only short-listed candidates will be notified. All information received will be kept in strict confidence for six months and data will only be used for recruitment purpose.</p> <p>Please send the following documents to hr@hkdesigncentre.org:</p> <ul style="list-style-type: none"> • Cover Letter • CV • ePortfolio
Application Deadline	22 April 2021