



Position: Data Coordinator (Part Time)

Company: International Trading Fashion & Apparel Supply Ltd

Location: Hong Kong Island

Duration: 3-6 months

Job Responsibilities

- Collect the data from different departments and compile all collected data into relevant reports/lists/databases and share with management and concerned teams
- Manage the database and develop a list of relevant information and define a way to store this information for easy reference
- Work closely with IT team to define which tools can be stored those list/data and how to keep it up to date.
- Support in mapping of facilities between existing factory database

Job Requirements

- Strong in excel, data and reporting management skills
- Good command of spoken & written English
- A good team player, self-motivated, detailed and organised

Interested parties please share your CV & Portfolio with us at
priscilla.lam@kiabiasia.com



Company Profile

Kiabi is a major European garment retailer and an internationally recognized brand name with over 600 stores in 26 countries including but not limited to France, Spain, Italy, Portugal, Belgium, Algeria, Morocco & The Netherlands etc.

Here at Kiabi, we reap the benefits of having a culture of happiness amongst our employees!

We are a Great Place to Work comprising people who are talented, individual, passionate about fashion and bursting with energy, to make everyday fun! If your dream company involves hands-on management, committed teams and an enterprising culture built upon audacity and trust; if your dream job means you are free to express your own ideas, use your initiative and meet challenges... come and join us!

"ITFAS" the local sourcing & trading office of Kiabi have been awarded the "Great Place To Work" and "Caring Company Logo". We are looking for high caliber candidates to join our dynamic and fast growing operations in Hong Kong. This position offers immense potential for career development and progression.