

Job Information

S H E E R

Post Title	Ecommerce Assistant (Part Time Contract – 1 year)
Company Name	Sheer
Target Applicants	Student
No. of Vacancy	2
Work Location	Hong Kong
Role / Responsibility	<p>Key Responsibilities:</p> <ul style="list-style-type: none">• Assist with website operations, including updates and maintenance on our e-commerce platform.• Upload new products, including writing descriptions, image selection and ensuring accurate inventory details.• Generate and edit product images (using tools like Canva, Photoshop, or AI image generators).• Conduct product and market research to support sourcing and listing decisions.• Create copy for product listings and social media content to engage customers and drive sales.
Requirements / Qualification	<p>Preferred Qualifications: Undergraduates/sub-degree and in the following fields of study:</p> <ul style="list-style-type: none">• Retail and Marketing <p>Other Requirements:</p> <ul style="list-style-type: none">• Strong attention to detail and organizational skills.• Basic experience with e-commerce platforms (e.g., Shopify, WooCommerce) is a plus, but not required—we'll train you!• Comfortable with image editing tools and content creation.• Excellent written communication for copywriting.• Reliable internet and computer setup if transitioning to remote work.• Availability for flexible part-time hours.• Good command of English and Cantonese
Salary/Allowance	\$80/hour
Target Commencement Date	As soon as possible
Additional Information	Flexible Hours
Application Method	<p>Please send the following document to careers@sheerlingerie.com:</p> <ul style="list-style-type: none">• CV
Application Deadline	23 January 2026