

## **E-Commerce Part Time Assistant**

- Year 3 Students or Fresh Graduates
- Position is open all year long, for a minimum of 8 weeks. Flexible schedules can be arranged however we would require a min of 16 hours per week.
- Hour: 10am-7pm, Monday - Friday
- Office: Chai Wan, Hong Kong
- Hourly salary: HKD 60-80/hours, depending on experience. Lunch hour not included.

## **The Role**

Join our VIP Consignment team and learn all aspects of running a luxury resale service, from product valuation, catalog management, customer service to business development. You will have the opportunity to handle one-of-a-kind vintage and archival designer pieces, and collaborating with marketing team on special projects.

## **Job Description**

- Assist in product review and listing, including conducting condition checks & price research, writing descriptions and warehousing management.
- Assist in handling customer inquiries and collections.
- Conduct market research and create content for social media, eDMs, website.
- Collaborate with the marketing team on projects and events.
- Administrative support as required.

## **Requirement**

- Good command of written and spoken English
- Willing to learn and take on new challenges
- Excellent team player and good time management skills
- Knowledge and experience in photography and video editing will be desirable but not a must

## **Company Background**

PAKT is the leading service for wardrobe management, combining specialised storage, digital solutions and expert care. Whether you cherish your clothes or simply seek a more efficient system, PAKT is your answer.

Through better organisation and ownership of our clothes and accessories, PAKT helps us reconnect with our wardrobes while reducing fashion waste. Founded in Hong Kong in 2016, PAKT's regional expansion started with Singapore in 2023.

For more info, please visit [www.getpakt.com](http://www.getpakt.com)

**Application deadline** 31 March 2026

Please submit your resume and cover letter by email to [tracy@getpakt.com](mailto:tracy@getpakt.com).