

NBC HONG KONG MERCHANTS LIMITED

A Subsidiary of The TJX Companies, Inc.

Merchandise Assistant- Apparel (12-month contract)

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TJX Companies Inc.

The TJX Companies, Inc., the leading off-price retailer of apparel and home fashions in the U.S. and worldwide, is ranked 76 in the 2025 Fortune 500 companies listings. TJX operates TJ Maxx, Marshalls, HomeGoods, Sierra Trading Post and Homesense, as well as tjmaxx.com and sierratradingpost.com in the U.S.; Winners, HomeSense and Marshalls in Canada; TK Maxx in the U.K., Ireland, Germany, Poland, Austria, and the Netherlands and tkmaxx.com in the U.K., Homesense in the U.K. and Ireland, as well as TK Maxx in Australia. With more than 4,700 stores in nine countries and four e-commerce sites, we are a global, off-price retailer delivering great value to our customers through the combination of brand, fashion, price, and quality. We welcome you to visit us at www.tjx.com.

Overview:

Working in the Apparel Team, the Merchandise Assistant conducts research on sourcing opportunities for apparel artwork/colors raw materials for the Product Development team with Supervisor's direction. The Merchandise Assistant can handle goods in all apparel categories under supervision. Assists with the packaging and preparation of samples for kids costume, woven and sweaters team. Monitor order from placement with supplier, sample distribution, to final quality inspection and shipping.

Core Leadership Competencies:

- Drive for Results
- Strong Personal Character and Integrity
- Informal Influencing and Building Networks

Job Responsibilities:

- Work with US Product Development Team to receive artwork/colors and share with vendor for development

- Frequent communication with team and vendors to clarify issue and ensure development is well executed
- Receive submissions from vendors, input and organize into standard format to share with US Product Development Team
- Order follow up and all administrative tasks from placement to shipment.
- Ensure consistent flow of raw materials to meet production schedules
- File submission and assist sourcing team with color approval
- Assist the packaging activity of woven and sweaters team
- Support the seal lock for sourcing team
- Organize samples in storage
- Assist to source new vendors as needed, research and visit new and existing manufacturers, factories required.

Job Requirements:

- University graduate, preferably in Fashion & Textile field or similar; fresh grads are welcome
- Fluent/Native English skills able to converse, write and comprehend English and strong Mandarin Chinese; other language or Chinese dialects a plus.
- Must uphold the highest level integrity
- Excellent interpersonal skills and ability build both internal and external relationships
- Able to work independently, problem solve, recommend and implement solutions
- Passionate in products and knowledgeable in latest market trends

Attractive Benefits:

- Salary ranges above industry average
- Harmony Fridays - 4.5 Day Work Week
- Flexible Working Hours - 2 Days Work-From-Home Flexibility
- Clear Career Progression to Sourcing or become a Buyer
- Spacious Working Environment
- Year-round Social Events

- Dental & Medical Insurance include spouse and children

For applications, please send application to douglas_ho@tjx.com.

We are an equal opportunity employer. Personal data collected will be treated with strict confidence and be used exclusively for recruitment purpose. Applicants who are not contacted for an interview within 8 weeks may consider their applications unsuccessful.