



Job Specification

Posting Date:	8 June 2026
Post / Position:	Assistant Merchandiser
Company	Mastertex International Limited
Nature of Business:	Textiles and Garments
Location:	Hong Kong office: 403 Lippo Sun Plaza, 28 Canton Road, Kowloon, Hong Kong Based in our Hong Kong office but involves regular travel to other locations, including our China office, Bangkok office, and various production sites as needed.
Job Description / Responsibility:	<ul style="list-style-type: none"> * Assist in managing customer accounts and order execution. * Coordinate with production, sourcing, logistics, and quality teams to ensure on-time delivery. * Monitor order progress from development stage to shipment. * Prepare quotations, costing sheets, order summaries, and customer reports. * Communicate regularly with customers regarding order status and production updates. * Support sample development and approval processes. * Maintain accurate records of customer requirements, orders, and production schedules. * Assist in sourcing activities and supplier coordination. * Analyze order performance and provide recommendations for improvement. * Perform other duties assigned by management.
Salary and Fringe Benefits:	<p>Candidates with relevant experience Salary will be commensurate with experience and qualifications (to be discussed during interview).</p> <p>Entry-level candidates are welcome For candidates without prior experience, we offer a starting salary of HKD 8,000 per month and you will begin in an assistant capacity, with on-the-job training provided.</p>

	<p>Annual leave: 7 days per year</p> <p>Statutory benefits: All employment terms follow the regulations under Hong Kong law, including but not limited to the Employment Ordinance, statutory holidays, and other applicable government requirements.</p>
No. of vacancy:	1
Requirement:	<ul style="list-style-type: none"> * Good command of English and Mandarin. * Proficient in Microsoft Office. * Strong organizational and communication skills. * Ability to work under pressure.
Additional Information:	N/A
Please contact:	Eugene Chen, Assistant to CEO
e-address:	eugene@mastertec.com.cn
Closing Date:	Until filled