



Job Specification

Posting Date:	8 June 2026
Post / Position:	Sustainability & Compliance Assistant
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"> * Support the implementation of sustainability and ESG initiatives across the organization. * Coordinate and maintain compliance-related documentation and records. * Assist in preparing for customer audits, social compliance audits, and certification assessments. * Collect, verify, and analyze sustainability and compliance-related data. * Prepare reports, presentations, and documentation required by customers and management. * Monitor customer compliance requirements and ensure timely follow-up with relevant departments. * Work closely with production, HR, and management teams to support continuous improvement initiatives. * Assist in maintaining standards related to BSCI, SEDEX, WRAP, HIGG, and other compliance programs. * Participate in sustainability projects and contribute ideas to improve environmental and social performance. * Support management in special projects and ad-hoc assignments.
Salary and Fringe Benefits:	Candidates with relevant experience Salary will be commensurate with experience and qualifications (to be discussed during interview).

	<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 analytical and communication skills. * Self-motivated and detail-oriented.
Additional Information:	N/A
Please contact:	Eugene Chen, Assistant to CEO
e-address:	eugene@mastertec.com.cn
Closing Date:	Until filled