



Job Specification

Posting Date:	8 June 2026
Post / Position:	ERP System Control 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"> * Maintain and update ERP master data accurately and timely. * Monitor data integrity and system accuracy across departments. * Generate operational reports, dashboards, and performance analysis reports. * Assist in ERP implementation, upgrades, and optimization projects. * Support users in troubleshooting ERP-related issues. * Coordinate with different departments to improve system utilization and workflow efficiency. * Assist in business process mapping and process improvement initiatives. * Conduct system testing and user acceptance testing when required. * Prepare user manuals, training materials, and documentation. * Support management with data analysis and special projects.
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</p>

	<p>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"> * Bachelor's Degree or above. * Fresh graduates are welcome. * Good command of English and Mandarin. * Strong Excel skills. * Logical and analytical mindset. * Knowledge of ERP systems is an advantage.
Additional Information:	N/A
Please contact:	Eugene Chen, Assistant to CEO
e-address:	eugene@mastertec.com.cn
Closing Date:	Until filled