



香港仔坊會

AKA

職位空缺編號：**AK1909016**

僱主名稱：A fashion retail Company

職位空缺名稱：Showroom Assistant

行業：零售

工作時間：每星期工作 5 天，星期一至五 09:00~18:00

薪酬：月薪\$12,000~16,000

工作地區：南區

資歷：Form 6 or above; Detail-oriented, responsible & self-motivated; Good command of Chinese & English; Basic level of Microsoft Excel & PowerPoint; Independent & can work under pressure; Minimum 2 years working experience

職責：  
- Manage the administrative aspects including sample arrangement & schedule etc.  
- Maintain the press room in good order & manage the inventory & condition of all press samples  
- Prepare & coordinate all shipping documents, pro-forma invoices etc

備註：有薪年假，強積金，銀行假，醫療，雙糧，年終獎金  
歡迎 60 歲或以上人士申請

職位空缺：1

