Ref No. JB0518

Lacoste
Opportunity for SEN students – Production Assistant (1 Year)

Job Description:

- Manage the supply chain to ensure smooth ordering process
- Address vendor inquiries regarding the Ordering Manual and Process Flow
- Coordinate with various teams to collect data
- Support the Production team with reporting and analysis
- Assist with system updates, data management, file maintenance, daily data refreshing, and record keeping
- Assist in daily work operation as needed

Job Requirements:

- High Diploma or above, preferably in Business or Fashion & Textile.
- Good analytical and problem solving skills
- Detail-oriented with a strong focus on accuracy.
- Clear communication skills; fluent in English (both written and spoken)
- Proficient in Excel and basic knowledge of Microsoft Words
- Good organizational and prioritizing skills
- Good work ethic with willingness to learn
- Experience in apparel industry is an advantage

Application method:
- For CareER Members, please **log in** to the Member Portal to apply to this job post.
- For non-CareER Members, please sign up for our free membership at this link. We will reach out for additional information to assist with our shortlisting process within 7 working days
https://career.my.site.com/Member/s/new-register?wid=JB0518

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Qualified applicants will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

CareER invite all qualified interested applicants to apply for career opportunities. If you are a person with a disability and need a reasonable accommodation to use our search tools and/or apply for a career opportunity please send email to info@career.org.hk