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## Sampling Coordinator

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### **Responsibilities**

- Sample ordering and monitoring delivery arrangement with brands/suppliers
- Responsible for sample organizing and shipment control
- Coordinate with both internal teams and European brands
- Manage sample inventory and handle related documentation

### **Requirements**

- Form 5 and above
- Minimum 2 years of related experience
- Excellent communication skill with good command of English, Cantonese and Mandarin
- Excellent PC skills with proficiency in MS Excel
- Able to work independently with tight deadlines
- Team player, analytical, numerical and detailed oriented
- Immediate available is highly preferred