
Product Administrator

Responsibilities

- Assist in product (interior furnishing fabric) sourcing
- Order follow up and liaise with different internal and external parties
- Maintain accurate and comprehensive data records in the system
- Handle in and out inventory and maintain proper stock records

Requirements

- High Diploma in Textile or related subject
- Passionate to develop career in interior furnishing industry
- Self-driven, excellent organizational skill with demonstrated initiative
- Proficiency in computer skill, especially MS Excel
- Good command in English, Cantonese and Mandarin
- Fresh graduates are welcome to apply