



Hong Kong Shue Yan University--Recruitment Service Vacancy Notice

Serial No: **ES 0607102F**

Date: **22-Aug-07**

Post: **Assistant Merchandiser**

No. of Vacancies: **1**

Name of Organization: (English) Smartech International Marketing Limited	
(Chinese) 浚達國際市務有限公司	
Address: Unit D, 14/F., Seabright Plaza, 9 – 23 Shell Street, North Point, HK	
Web site: www.smartech_intl.com	
Business Nature: Trading	
Working Location: North Point	
Working Hours: 9:00 – 6:00pm (Monday – Friday) 9:00 – 1:00pm (Saturday)	Commencement Date: N/A
Salary: HK\$8,000 up	Other Benefits: MPF, Year-end bonus
Job Descriptions: - Handle complete orders follow up, from sourcing/sampling to shipment arrangements, including full documentation & payment follow up - Liaison with factories and new suppliers - Responsible, dynamic independent individual, fresh graduate will be considered - Well-organized, problem-solving and willing to learn - Good command of English, Mandarin and Cantonese - Computer literate in EXCEL, WORD, Photoshop	
Requirements: Tertiary educated	
Special Knowledge/ Skills: N/A	
Application Procedure: <input checked="" type="checkbox"/> By Email: bruman@smartech_intl.com <input checked="" type="checkbox"/> Please submit Covering Letter / Resume	
Application should send to: Mr. Bruman Tam	
Closing Date: N/A	
Remarks: N/A	