



About TSL Jewellery

TSL Jewellery is one of the largest jewellers in Asia, that is principally engaged in jewellery design, manufacturing, trading, retailing and wholesaling. TSL Jewellery was established in 1971, and was listed on the Hong Kong Stock Exchange in 1987. The Company operates over 400 jewellery boutiques spanning over 110 cities in Asia besides Hong Kong, including but not limited to Beijing, Shanghai, Chengdu, Guangzhou, Shenzhen, Macau and Kuala Lumpur. The Group exquisite craftsmanship and attention to details are the hallmarks of high-quality products, and is committed to offering timelessly fashionable jewellery by taking an innovative approach in product design. Its deeply-embedded service culture has received extensive market recognition, winning nearly 50 service awards since 2000. We are looking for high caliber candidate to join the Group for the following position:

Assistant Officer - Retail Administration

Responsibilities:

- Support Hong Kong & Overseas retail sales on administrative areas such as sales information management, operation coordination, and leasing support
- Timely distribution of memo & reports; Consolidate store information and share with stakeholders in a sustainable manner
- Assist in retail leasing, store opening, renovation and maintenance issues; including but not limited to tenancy administration, lease renewal negotiations, budget forecast and control
- Coordinate inventory delivery (eg. marketing & visual merchandising materials) to retail stores
- Warehouse inventory management of documents and various materials, including stock take
- Follow-up the communication and correspondence between retail stores and head office
- Ensure smooth operations by providing all kinds of administration support to Retail Administration team

Requirements:

- Degree in Business Management / Operations Management or relevant discipline
- 2-3 years' relevant experience (in FMCG or Retail industry is definitely an asset)
- Independent, attentive to details, with positive working attitude
- Proactive, customer-oriented, with strong interpersonal and communication skills
- Proficient in MS Word, Excel, and PowerPoint
- Fluency in written and spoken in English & Chinese

Interested parties, please send your application with full resume, present and expected salary to "recruit@tslj.com".

(All information collected would be used for recruitment purposes only.)