



REDRESS

78 Ap Liu Street, Sham Shui Po, Hong Kong
+852 2861 0360 | circular@redress.com.hk

LOGISTICS ASSISTANT

(PART-TIME, 3 MONTH FIXED TERM CONTRACT)

Environmental non-profit Redress is looking for a part-time Logistics Assistant to support the Circular Fashion Team in the organisation of our annual consumer awareness campaign, Get Redressed Month during April-June 2024.

Get Redressed Month aims to raise awareness of the critical issue of textile waste in Hong Kong and provide solutions for the Hong public to keep clothing in use for longer, while directly supporting disadvantaged people in need in our community. Get Redressed Month includes three main events:

- The Get Redressed Month Clothing Drive - Hong Kong's biggest environmental clothing drive involving 100+ companies, clubs and schools across the city;
- The Sort-a-thon volunteering event - a unique volunteering event involving around 400 volunteers helping us to sort up to 20 tonnes of clothing for reuse, resale and recycling; and
- The Get Redressed Pop-Up Shop - a pop-up secondhand event where we sell our favourite secondhand finds to promote secondhand shopping in Hong Kong and raise critical funds for Redress' year-round educational work.

This is a 3-month contract role from 15 April 2024 - 14 June 2024 and will be performed part-time for 3 days per week (actual days/times are flexible). It will require both desk-based work as well as onsite assistance at events. This role will suit an efficient, organised person with excellent communication skills in both Chinese and English, experience with logistics, experience with administrative tasks, and an eye for detail.

Main reporting line: Circular Fashion Programme Manager - Development

Principal responsibilities:

- Organisation of logistics schedules for the three main Get Redressed Month events.
- Liaising with event participants, logistics companies, drivers, vendors/event suppliers and Redress volunteers.
- Liaising with Redress' partner charities.
- Database management, calendar management and logistics schedule management.
- Support on event planning, preparation and execution including onsite assistance at events.
- General administrative duties and office support.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & PROFILE:

- Logistics experience, administration experience and/or event organisation experience highly regarded.
- Fluent Cantonese and English speaking and writing.
- A strong communicator with sound communication skills in both Cantonese and English. Good phone manners and people skills.
- Detail-oriented. Well organised. Excellent time management.
- Confident with numbers and databases.
- Excel skills are a must.
- Eligible to live and work in Hong Kong (permanent resident or visa holder only).

To apply, please send the following to corane@redress.com.hk:

- Your CV
- Indication of your expected salary

ABOUT REDRESS

Redress is a Hong Kong headquartered, Asia focused environmental NGO with a mission to accelerate the change to a circular fashion industry by educating and empowering designers and consumers so as to reduce clothing's negative environmental impacts. Working directly with designers, manufacturers, brands, educational bodies, government and consumers, Redress aims to create lasting environmental change in fashion.

www.redress.com.hk