



REDRESS

78 Ap Liu Street, Sham Shui Po, Hong Kong
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PROGRAMME ASSISTANT - PART TIME

Environmental non-profit Redress is looking for a Programme Assistant (Part-time) to support the execution of our Circular Fashion programme key activities:

- the [Clothing Takeback programme](#)
- semi-annual secondhand pop-up (next one planned in June 2024)

Responsibilities:

- Assist with data entry on in/out stock of clothings and materials
- Maintain tidiness of the warehouses, order and preparation of warehouse materials and supplies
- Coordinate the logistics of in/out stock, to and from different external parties
- Support monthly sorting sessions on-site (require some physical work, e.g.moving the cartons, taping cartons) by weighing the sorted cartons and recording data.
- Inform partners and volunteers for upcoming monthly clothing sorting sessions
- Keep an updated inventory record of the warehouses
- Support the smooth execution of the semi-annual secondhand clothes pop-up shops including preparing materials, liaising with transportation vendors, ordering of materials and on-site support of the event.
- Ad-hoc support additional events with logistics

Work hours & Location:

- Part-time, 2-3 days per week
- Working location: Office (*Sham Shui Po*) / Warehouse (*Kwai Hing*) - *occasionally supporting events in other locations*

Main reporting line: Circular Fashion Programme Manager - Takeback & Resale

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & PROFILE:

- Fresh graduates welcomed
- 1 year logistics, event management or merchandising experience will be a plus
- Fluent Cantonese and conversational English required

- Detail-oriented, well organised with excellent time management
- Excel skills are a must
- A passion for environmental sustainability and fashion
- Eligible to live and work in Hong Kong (permanent resident or visa holder only)

To apply, please send the following to michelle@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.