



REDRESS

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

ADMINISTRATIVE & LOGISTICS ASSISTANT - FULL TIME

Redress is currently seeking an enthusiastic full time administrative & logistics assistant for 5 days per week to support general administrative needs of our Sham Shui Po office, secondhand clothing shop and nearby warehouses.

PRINCIPAL RESPONSIBILITIES

Administrative:

- Managing general mailing, shipping, equipment, bills and errands for a small office, shop and two small warehouses
- Keeping inventory of office/warehouse supplies and ordering/receiving supplies as needed
- Liaising with suppliers and vendors for office and shop maintenance
- Supporting day-to-day accounting needs of the shop (totals and cash deposit)
- Maintaining hard and soft copy records and ensuring filing systems are organised and up to date
- Updating and maintaining internal documents such as the Office Guide, Employee Handbook and other ad hoc documents
- Sorting and distributing incoming mail, answering phone calls and taking messages
- Liaising with partners and volunteers for monthly clothing sorting sessions
- Photocopying, scanning and filing documents
- Occasional onsite support for large or all-team external events
- Occasional sales floor support for the shop team
- Other ad hoc administrative and accounts support

Logistics:

- Supporting volunteer clothing sorting sessions on-site in the warehouse by weighing the sorted cartons and recording the weights and number of

cartons (may require some physical work, e.g.moving and taping cartons of clothes)

- Preparing the warehouse for regular volunteer clothes-sorting sessions by tidying up the warehouse and preparing necessary materials.
- Arranging deliveries in/out of the warehouse with the transportation vendor.
- Overseeing the logistics related to our major events (Get Redressed Month, semi-annual pop-ups shops) including preparing materials, liaising with transportation vendors, ordering of materials and on-site support.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & PROFILE:

- Experience or education in administrative, logistics, event management or merchandising or other relevant areas...
- 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 aurianne@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.