



# 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 and reporting
- 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 (may require some physical work, e.g.using trolley, taping cartons) by weighing the sorted cartons and recording data, with the help of a warehouse helper.
- 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 shop by 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 (flexible upon discussion)
- Working location: Office (*Sham Shui Po*) and Warehouse (*Kwai Hing*) - and 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
- Basic 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](mailto: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.