



The Hong Kong Girl Guides Association

The Hong Kong Girl Guides Association aims to develop the fullest potential of girls and young women as responsible citizens of the world.

The Guide Shop is exclusively selling the Girl Guides uniform and accessories to members and presently recruits a Shop Assistant.

Shop Assistant – Guide Shop

Responsibilities

- Perform purchase procedure such as seeking quotations, prepare purchase documents and goods receipt.
- Assist daily sales operation of Guide Shop.
- Assist in inventory management.
- Provide general administration support of Guide Shop
- Assist in any other assignment of the Association as required.

Requirements

- Form 5 graduate or HKDSE holder.
- At least 3 years experiences in retail business.
- Excellent interpersonal and communication skills.
- Patient, cheerful and good sense of responsibility.
- Basic knowledge in MS Office applications and Chinese Word Processing.
- Spoken and written English and Chinese.

Please send resume and expected salary to hr@hkgga.org.hk.

Prospective employees are required to undergo Sexual Conviction Record Check.

本會將要求準僱員進行性罪行定罪紀錄查核。

(Personal Data provided will be used for recruitment purpose only. All personal data of unsuccessful applicants will be destroyed on completion of the recruitment exercise.)