



## Alison & Son Industries Limited

<b>Job Title:</b>	<b>Senior Merchandiser</b>	<b>Job Category:</b>	Merchandising
<b>Name:</b>			
<b>Department / Section:</b>	Development / Merchandising	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Room 1112, New Kowloon Plaza, 38 Tai Kok Tsui Road, Kowloon, Hong Kong.	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Senior / Negotiable	<b>Position Type:</b>	full-time
<b>HR Contact:</b>	Monty Montanez, CSO	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Zoe Koo	<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (852) 2397 1884 or monty@alisonson.com Subject Line: <b>Attention:</b> [Recruiting or HR Department RE: Job Code/Req# and Title]		<b>Mail:</b> <b>Monty Montanez</b> Chief Strategy Officer <u><b>Department of Strategic Initiatives</b></u> Room 1112, New Kowloon Plaza, 38 Tai Kok Tsui Road, Kowloon, Hong Kong.	
<b>Job Description</b>			
<b>Job Purpose:</b> Control & supervise all merchandiser activities. Act as the liaison and communication channel between management and merchandising staff. Provide merchandising leadership, training and direction in-line with corporate & departmental vision and objectives			
<b>Duties:</b> <ul style="list-style-type: none"> <li>• Time &amp; Action control, work out the schedule with sample room &amp; factory manager</li> <li>• Counter check costing sheet</li> <li>• Check &amp; approve all purchase order for sample &amp; salesman sample.</li> <li>• Check &amp; approve all expenses of merchandising team</li> <li>• Human resources of merchandising team &amp; job allocation</li> <li>• Supervise and train merchandising associates and evaluate performance and ability of associates, build and enhance product knowledge of team</li> <li>• Monitor trouble-shooting operations, quality control and communication problems</li> </ul>			



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### Skills/qualifications:

- Strong leadership, good team player, good communication skill
- Strong knowledge of leather handbag construction & material.
- Full understanding the work progress from development until shipping.
- Full concept about the function of merchandiser between HK office & China factory.

### Physical Demands:

- Ability to communicate with customers, vendors, management, and other co-workers.
- No heavy lifting is expected. Good manual dexterity for the use of common office equipment such as computer terminals, calculator, copiers, and FAX machines.

### Work Environment

- The job is performed in doors in a traditional office setting. Out door activities is necessary.

Reviewed By:	Zoe Koo	Date:	28/07/2009
Approved By:	Monty Montanez, Financial Controller	Date:	28/07/2009
Last Updated By:	Monty Montanez, CSO	Date/Time:	25/02/2010