



# REDRESS

78 Ap Liu Street, Sham Shui Po, Hong Kong  
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## PROGRAMME ASSISTANT

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

- the [Clothing Takeback programme](#)
- semi-annual secondhand pop-up (next one planned in November 2025)

### Responsibilities:

- Assist with data entry on in/out stock of clothings and materials and reporting
- Keep an updated inventory record of the warehouses
- 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
- Build strong relationships with our charity partners and arrange monthly deliveries of clothing according to their needs.
- Curate clothing selection for resale in our secondhand shop and consignment partners
- Lead the biweekly sorting sessions on-site (may require some physical work, e.g. using trolley, taping cartons) by briefing the volunteers, weighing the sorted cartons and recording data with the support of a warehouse helper for the physical work.
- Schedule upcoming monthly clothing sorting sessions and inform relevant partners and volunteers
- 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 event support

### Working hours & Location:

- Usual working hours will be 9.30am - 6.30pm, with 1h lunch break
- Usual working locations will be our office (*Sham Shui Po*) and warehouse (*Kwai Hing*), and occasionally supporting events in other locations

- Two days/week work-from-home policy

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

**REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & PROFILE:**

- Fresh graduates welcomed
- 1 year logistics, event or project management experience will be a plus
- Fluent Cantonese and conversational English required
- Detail-oriented, well organised with excellent time management
- Strong interpersonal and communication skills.
- Basic Excel skills are a must
- An interest 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) with the email subject [Application - Prog Assistant]:

- 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.