

Project Coordinator (Chemicals / Toys / Textiles / Materials)

Job Responsibilities:

- Responsible for projects handling and ensure smooth running
- Monitor project test status, collect test results and update project control system
- Prepare quotation / sample breakdown checklist / BOM list / Lab-in process in accordance with related standards and safety requirements
- Coordinate among internal labs, departments and external clients
- Assist supervisor with handling customers' general enquiries, emails, order creation, billing, data maintenance and team development
- Provide full range of clerical support and day-to-day administration functions
- Assist sales team in marketing and sales activities
- Support in any ad hoc issues and projects

Job Requirements:

- Higher Diploma or equivalent in Fashion & Textiles/ Chemistry / Analytical Science/ Mechanical Engineering / Product Testing or relevant disciplines
- 1-2 years relevant working experience in laboratory/QA field/Garment/Electronic/Merchandising/ Testing and Certification Industry would be an advantage
- Experience in handling lab In and breakdown duties is an asset
- Experience in using SAP and Lotus is an asset
- Good command of written and spoken English and Chinese including Putonghua
- Effective typing, interpersonal and communication skills
- Self-motivated, team and customer oriented
- Fresh graduates with proactive attitude are welcome

Interested parties please send detailed resume together with current and expected salary, and date of availability to Human Resources Department by email at job@hk.chn.tuv.com

Customer Service Coordinator

Job Responsibilities:

- Support the team throughout the project (i.e. documents preparation, quotation creation, hardcopy filing of the project related documents, clerical support)
- Samples handling and arrangement
- Assist in checking the project related information
- Follow up after payment (e.g. issuing test report, certificates and other documents to clients via mail or email)
- Keep tracking and updating the project status
- Work and closely communicate with customers and colleagues from different locations
- Provide back-up support in the performance of job duties as required
- Any other related duties assigned by management

Job Requirements:

- Diploma or above in Chemistry / Administration / Business Management or other related disciplines
- 1 year relevant working experience is an asset
- Experience in using SAP and Lotus is an asset
- Good command of both written and spoken English and Chinese
- Good communication skills and quick response to request
- Being a good team player and service-oriented
- Effective typing, interpersonal and communication skills
- Take own initiative on routine job
- Hardworking and can work under pressure
- Fresh graduates with proactive attitude are welcome

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Laboratory Technician (Inorganic/ Organic/ LFGB)

Job Responsibilities:

- Perform routine according to standard operating procedure
- Ensure the availability of equipment resources
- Prepare the test report
- Monitor Lab operation and test turnaround time
- Conduct equipment maintenance and calibration
- Implement the quality of work based on ISO 17025
- Operate and maintain analytical instrument such as ICP-OES, AAS, GCMS

Job Requirements:

- Higher Diploma or above in Chemistry / Analytical Chemistry / Biology / Environmental / Food Science or any related Science subjects
- 1 year relevant experience in chemical laboratory would be an advantage
- Competent in chemical tests (e.g. Total Digestion, Microwave Digestion) or analytical instruments is an asset
- Knowledge in ISO/ IEC17025
- Good command of written and spoken English and Chinese including Putonghua
- Mature, efficient and self-initiative
- Fresh graduates with proactive attitude are welcome

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Summer Helper / Part Timer

Job Responsibilities:

- Responsible for sample preparation such as sample cutting and measuring
- Assist full-time colleagues to conduct simple test
- Keep laboratory clean and in accordance with required standard

Job Requirements:

- Able to work in the summer time: **From April to September**

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