

**Company: Sa Sa Cosmetic Company Limited**

**Position: Product Development Assistant**

**Responsibilities:**

- Assist supervisor to follow up the cosmetics/ skin care product development process and ensure adherence to approved cost, quality, and delivery standards
- Coordinate samples with manufacturers and present & send samples to internal teams
- Conduct new product setup in the SAP system, project tracking, scope management, execution, and reporting; ensuring all milestones are achieved
- Develop and sustain strong working relationships with all internal stakeholders
- Study market trends and consumer insights to deliver brand sales and market share targets
- Monitor progress to project milestones, support resolution of issues and initiate appropriate corrective actions

**Requirements:**

- Degree holder in any discipline
- Strong market sense and awareness
- Strong analytical ability with negotiation and communication skills
- Proactive, detail-minded and able to work independently
- Proficiency in Microsoft applications, particularly in Excel applications
- Excellent spoken and written English and Chinese, proficiency in Mandarin will be an advantage
- Candidates with more experience will be considered as Assistant Product Development Executive

Please submit your resume to Ms Cathy Cheung at [cathy\\_cheung@sasa.com](mailto:cathy_cheung@sasa.com).