

Title: Distribution Officer**Job type:** Permanent–Full Time**Location:** Wanchai, Hong Kong

Founded in 1970, *Arts of Asia* (<https://artsofasia.com/>) is the world's leading magazine of Asian art. Supported by museums, cultural organisations, universities and schools worldwide, as well as auction houses and art dealers, collectors and students of art, the magazine provides an unparalleled understanding of the international arts scene. It offers essential reading about Asian art and culture, and provides collectors and scholars of the field with a valuable research resource, as well as vital information about industry trends. We have an exciting opportunity for a high calibre candidate to join our dynamic team.

Main Responsibilities

- Collaborate closely with the subscription team to track and maintain accurate circulation data
- Manage the Easy U Win system and handle overseas shipping customs clearance procedures
- Coordinate pre and post publication activities by working with subscription team and external vendors to ensure seamless magazine distribution and delivery
- Oversee office procurement, storeroom organisation, and operational logistics including document mail and parcel handling
- Perform additional duties as assigned

Requirements

- Ability to perform physical and manual labour tasks (magazine packing and stocking)
- Form 5 education or equivalent
- Valid working visa or Hong Kong PR status
- Minimum 2-3 years of experience in logistics, shipping operations, distribution or circulation
- Proficiency in spoken and written English and Cantonese
- Computer skills with proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Excellent communication, interpersonal and organisational abilities
- Self-motivated problem solver who works effectively both independently and as part of a team

All information provided will be treated in strict confidence and solely used for recruitment purposes. Interested candidates should apply with CV, expected salary and available start date by email to info@artsofasia.com. Only shortlisted candidates will be contacted.