

JOB DESCRIPTION

Job title: Project Coordinator
Report to: Group Manager
Work location: Full-time Remote

What we're looking for:

The job holder is responsible for performing a variety of support functions including administrative activities, scheduling appointments and travel, responding to information requests, preparing reports, supporting payment requests as well as providing management support to the Branding team.

Roles and Responsibilities:

- Act as the focal point for internal and external queries;
- Manage calendars, schedule meetings, calls and other appointments, resolve scheduling conflicts;
- Organizes files and databases to enhance efficiency and productivity;
- Prepare documents for meetings, campaigns, projects and events;
- Support the Direct Manager to consolidate data requests from within and outside the Division to develop required business action plans;
- Support the Direct Manager to track and report on implementation progress of branding action plans of the Division;
- Support Brand team in payment process internal and external.

Education background

- B.A. or M.A. degree in business, marketing or any related fields.

Requirements:

- Strong organizational skills and able to juggle multiple competing tasks/demands;
- Highly proficient with MS Office (Power point, Word, Excel, Outlook);
- Good communication skills in collaborating with diverse, multi-functional teams;
- Teamwork, detail oriented & project management skills;
- English proficiency.

Benefits:

- Remote working with a flexible schedule (40 hrs/week);
- Opportunity to work with talented individuals from all over the world in one of the hottest and fastgrowing industry;

- Generous sick leave and vacation leave;
- Competitive fiat salary and performance-based bonus.

How to apply:

Interested applicants please submit your CV by filling our Online Application Form. (**[CLICK HERE](#)**)

NOTE: There will be a quick English test included, so kindly arrange around 20 - 30 minutes to complete the test.