

Project Manager / Project Coordinator

Job Descriptions:

- Manage and lead assigned projects by working closely with customers, internal teams (account servicing team, creative team and art team) and third parties.
- Create and deliver the managed projects in good quality from conceptualization to delivery, meeting the budget and time line at the same time.
- Work with account servicing on post-project analysis and reporting
- Prepare, write and present documents for clients

Requirements:

- 3 - 5 years experience in digital and multimedia project management
- Excellent negotiation, interpersonal and communication skill
- Excellent English and Chinese language ability
- Able to programme in HTML with a good understanding in backend technologies
- Extremely organised, detail-oriented and proactive
- Knowledge in Digital and Mobile Marketing would be an advantage.

Candidates with more experience will be considered for position of Producer, and less experience will be considered for position of Project Coordinator.

We offer attractive remuneration package, excellent fringe benefit including free medical out-patience & 14 days annual leave, comprehensive training and excellent career development opportunity to the right candidate. Interested parties are invited to send their applications with full resume stating availability date, present and expected salary to hr@gravitas.com.hk

Applicants not invited for interview within 6 weeks may consider their applications unsuccessful. Personal data provided by job applicants will be used strictly in accordance with our personal data policy and for recruitment purposes only.