

## Project Manager

### Company

Our client is a global innovation agency committed to empowering companies to create a lasting cultural shift and knowledge base to act upon. They have a team of world-class thinkers, designers, technologists, marketers, and data scientists are considered pioneers in the field of digital transformation worldwide.

### Responsibility

The Project Manager will support our global clients engaged in digital transformation programs, powered by us in the following areas: learning expeditions, customized training and workshop, and strategic advisory etc.

The qualified candidate needs to be open-minded and curious about discovering new trends, as well as have a taste for client service and good interpersonal skills. He/she needs to be super passionate about transformation, change management and new ways of working and have his/her convictions.

- Supervise and control the overall project management to ensure a successful project completion.
- Ensure the project is completed within the approved timeline, budget, quality standard as well as complying with all the client's requests.
- Identify project risks and develop plans for risk mitigation.
- Coordinate with internal and external resources ensuring the client's requirements and scope are met.

### Client & Partner Relations

- Support the management team in pitch proposals and prepare a tailored offering that meets the client's demands.
- Build strong relations with our network of companies and speakers.
- Manage and ensure client service requirements are met for each client by working closely together with the management team and project team.
- Identify and prepare the program sessions with key partners, tailored to the needs of our client.
- Create outstanding experience for participants during learning expeditions, workshops, and training.

### Content

- Responsible for the quality and development of deliverables for Learning Expeditions, workshop, and relevant projects
- Responsible for the creation and quality of new program formats.
- Responsible for the quality and development of project, operational and logistical databases.
- Deliver and facilitate workshops and training based on project needs.
- Conduct market research on various topics based on project needs.

### Team Development

- Mentor and develop the project team in logistics, planning, researching and preparation.
- Responsible for the individual growth and development plan of the project team.
- Participate in creating tools to upskill the team's factual knowledge and soft skills.
- Support the development of new joiners through mentoring.

**Ideal Profile**

- Native Chinese Speaker, fluency in English, both written and spoken, is a must
- Master's degree and overseas experience is preferred
- Minimum 4 years of working experience with project management in the scope
- Excellent time management and organization skills
- Analytical and attention to details
- Resourceful with a keen eye on problem identification and solving
- Good interpersonal and cross-cultural communication skills
- Good public speaker and able to host workshops
- Team player and able to manage a team
- Open-minded to be able to work on various industries and topics

***Please send your resume to: [sh-recruitment@ccifc.org](mailto:sh-recruitment@ccifc.org)***