

# WE ARE RECRUITING

## A 'Digital Projects Coordinator'

### Responsibilities

- Responsible for project planning and scheduling
- Identify project tasks/dependencies and monitor progress
- Act as point-of-contact for all stakeholders
- Ensure maintenance of project documentation, including plans, reports and records
- Perform regular testing and quality assurance of projects
- Act as in-house support for users and deliver training

### Profile

- Bachelor's degree in Project Management, Business Administration, IT or a related field.
- 1-3 years of proven experience in related field
- Excellent analytical and problem-solving capabilities
- Understanding of project planning
- Good communication and interpersonal skills
- Ability to work autonomously as well as part of a team
- Ability to work in a fast-paced environment and within tight deadlines
- Proficient in Microsoft Office Tools, including Visio and Project Management Tools such as Jira

Interested candidates should forward their resume by latest Friday 16th August 2024 to the Human Resources Department,

Panagora Marketing Co. Ltd | Tel : 601 8300 | Email : [hr.panagora@eclosia.com](mailto:hr.panagora@eclosia.com)

**Only the best candidates will be called for an interview**