

202411

Title : Project Administrator / Project Coordinator

Reporting to : Manager

Job Description

1. Support IT Project Team for day-to-day project operation and delivery throughout the whole project cycle
2. Assist IT Team for project administration and documentation submission (Correspondence, Quotation, DN, contract, tendering etc.)
3. Input data and maintaining various computerized databases for project related
4. Responsible on follow-up material purchase, document filing
5. Coordinate with internal project stakeholders for progress of works, prepare project report regularly
6. Ad hoc assignments as required

What We're Looking For:

1. High Certificate / Diploma or above
2. Relevant experience in project coordination, IT industry experience will be an advantage
3. Good command of both spoken and written English and Chinese
4. Good interpersonal skills, independent, organized, self-motivated
5. Proficiency in Microsoft Office (word, excel, powerpoint)
6. Responsible and reliable, teamwork spirit and well-organized
7. Be a good communicator of a cross-functional team of IT Project