



## **PROJECT COORDINATOR CGI/3D DEPARTMENT (full-time, m/f)** *wanted for our team in Hanoi*

The creative world of CGI and 3D is your passion? Then join our team and turn visions into reality! We are looking to hire a Project Coordinator who will be in charge for our CGI/3D department.

Br24 High Quality Media Solutions is specialised in image editing, layout design and CGI in various application areas. For more than five years we work successfully in the international B2B sector for more than 1,100 customers worldwide.

### **Your requirements:**

- Coordinate and support the CGI/3D team and production process in daily business
- Managing and monitoring project plans, schedules, work hours, budgets and deadlines with appropriated tools
- Assign and delegate tasks to internal teams and coordinate internal resources
- Constant overview of projects and production process
- Ensure standards, requirements, quality and project deadlines are met
- Creating reports and documentations for constant improvement

### **Your skills:**

- Bachelor or associate degree in business or related field of study, or at least 3-4 years of working experience as Project Coordinator or similar role
- Knowledge in the field of CGI/3D
- Excellent organisation, time management, communication and team management skills
- Ability to effectively manage resources, prioritize and delegate
- Accuracy, high attention to detail and very high quality awareness
- Ability to work independently and as part of a team
- Intermediate English skills

### **Your work at Br24:**

- Modern, creative and professional working environment in the heart of Hanoi
- Working with an ambitious, young team for international clients and various projects
- Supported meals, tea, coffee, fresh fruits and snacks