



For our team in Hanoi, we are looking for a
PROJECT COORDINATOR, OPERATIONS SUPPORT (full-time, m/f)

You are organized and motivated? Looking for a change and ready to make changes?

We are looking for a Project Coordinator who will be in charge in organising and assisting our ongoing projects.

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 responsibility:

- Assist project manager teams with the coordination of information and resources related to daily business, ongoing projects and production process
- Managing and monitoring project plans, schedules, work hours, budgets and deadlines with appropriate tools
- Assign and delegate tasks to internal teams as well as external outsource and assist with schedule management
- Constant overview of production process, workflow and daily operations
- Ensure standards, requirements, quality and project deadlines are met
- Working closely with project management, marketing and production
- Reporting regularly to the management about project status, updates and improvements
- Focussing on main objectives of projects and motivating, enthusing project teams

Your skills & experiences:

- Bachelor or associate degree in business or related field of study, or at least 3 years working experience in related position
- Excellent organisational skills, time management and communication skills
- Strong administrative skills, ability to prioritize, delegate, and meet deadlines
- Ability to effectively manage resources, prioritize and delegate
- Experiences with Redmine and Slack
- Ability to effectively coordinate and communicate with internal and external teams
- Ability to effectively manage time and resources
- Accuracy, high attention to detail and very high quality awareness
- Flexible, ability to work independently and as part of a team
- Intermediate English skills

Interested? Please send your motivation letter and resume to:

Ms Hang Viet Trinh hang@br24.com