



Détail de l'offre : PROJECT COORDINATOR

Partenaire	 MB Projects
Adresse	733 Wanhangdu Lu (near Wuding Xi Lu), Jing'An District
Ville	Shanghai
Référence	23D1698986365
Titre	PROJECT COORDINATOR
Description du poste	<p>Project coordination and reporting (planning, monitoring, budget, monthly and annual reports etc.)</p> <p>Participation in project conception and development</p> <p>Project coordination and monitoring</p> <p>Coordination with clients and partners, both in China and abroad</p> <p>Client meeting organization (planning, agenda, minutes etc.)</p> <p>Coordination and monitoring of external supplier</p> <p>Drafting and delivery of presentations and reports</p> <p>General administration tasks</p> <p>Application Deadline</p> <p>Accepting and interviewing on a rolling basis.</p> <p>Submission Guidelines</p> <p>To apply, please submit the following materials in English or in French: your Resume, your Cover Letter explaining your qualifications for the position.</p> <p>Office Location</p> <p>733 Wanhangdu Lu (near Wuding Xi Lu), Jing'An District</p>
Type de contrat	Emploi
Métier	Communication / Création
Description de la société	<p>MB Projects is a leading agency in cultural strategy and management in China. It was founded by Marion Bertagna, a trilingual China specialist, with 20 years of experience in China and in the culture field. MB Projects assists International and Chinese cultural institutions, creative industry companies, and brands wishing to explore opportunities, develop activities, implement cultural projects, build partnerships, and extend their visibility in China. www.mbprojects-china.com</p> <p>www.mbprojects-china.com</p>
Localisation	 Shanghai
Pays	Chine
Profil recherché	<p>Native Chinese speaker, excellent French (spoken and written), professional English</p> <p>University degree or higher, in Arts administration, Business, International relations, Communication, or a related field</p> <p>Strong interest in the cultural sector and cross-cultural projects</p> <p>Strong organizational skills, attention to detail, sense of responsibility</p> <p>Excellent presentation and interpersonal skills</p> <p>Self-starter with ability to work independently</p> <p>Dynamic, motivated, dedicated, good team player</p> <p>Proficiency in Word, Excel, and PowerPoint</p>
Secteur	Communication Media / Publicité
Langues	Français