

FULL TIME - JUNIOR PROJECT COORDINATOR [FRENCH]

JOB DESCRIPTION:

- Plan the work schedule and the workflow.
- Negotiate freelancers' fees, when necessary.
- Assign tasks to resources and follow-up.
- Prepare all the necessary documents: project briefing, guidelines, etc.
- Ensure that each production step is properly implemented.
- Ensure that all deadlines are met.
- Check the quality of the files produced.
- Keep a record of each project and each client's details.
- Other assistance-related tasks as assigned by the management.

REQUIREMENT:

- Fluent in French.
- Very well organized and rigorous.
- Ability to manage on-time multiple tasks.
- Ability to work under high pressure.
- Dynamic, creative, and eager to learn.

Working hours: Mon - Fri

Location: Thảo Điền.

If you are interested, click here to apply:

<https://airtable.com/shrEkSX5arXi79knG>