
We are looking for a highly organised Project Manager to join the team. You need to think and be 5 steps ahead of our team, partners and collaborators, be able to have foresight and see incoming tasks and prioritise accordingly. You must have excellent communication and organisation skills to encourage the team and drive efficiencies.

WHO WE ARE

Constant develops early-stage consumer brands and lead their businesses to scale while building brand equity.

JOB TITLE

Project Manager

START DATE

May 2022

RESPONSIBILITIES

- Coordinate internal resources and third party vendors for execution across multiple accounts and projects
- Ensure all projects are delivered on-time, within scope and within budget
- Monitor and summarise progress of projects in reports for upper management
- Report and escalate to management as needed
- Manage relationships with partners and relevant stakeholders
- Create and maintain comprehensive project documentation
- Delegate project tasks based on staff members' individual strengths, skill sets, and experience level
- Ensure resource availability and allocation, running weekly/daily team briefings
- Manage changes to project scope, schedule and costs if required

REQUIREMENTS

- Proven working experience in project management (ideally 2-3 years)
- Excellent client facing and internal communication skills
- Excellent written and verbal communication
- Prompt and organised
- Strong work ethic

BENEFICIAL

- Additional spoken or written languages, specifically cantonese or mandarin
- Experience in production
- Experience working in the APAC region
- Experience or interest in performance marketing and optimisation

COMPENSATION & BENEFITS

Competitive salary with full company benefits

HOW TO APPLY

To apply, please email a covering letter and resume to career@weareconstant.com