



MINDLAYER
The Intelligent Layer For Every Business

Job Advertisement

-IT Assistant Project Manager/ IT Project Executive*

(Posting Date: May 19, 2020, Closing Date: June 19, 2020)

Mindlayer is now hiring! We are currently seeking **Full-time IT Assistant Project Manager/ IT Project Executive***. The position will be responsible for project administrative support, coordination & management. The candidate will be hired for Project Managers/Leads or designates according to their working experiences and qualification.

***Fresh Graduates/Interns are welcome**

ROLE *(What you'll be doing...)*

- Provides first echelon support for finance, project schedules/execution and internal work efforts
- Maintains and monitors projects' intake and associated tasks.
- Documents detailed meeting minutes, tracks and follows up on action items, dependencies, and risks.
- Assists team with execution of administrative requirements within projects and work streams
- Assists in development and distribution of reports in support of the programs and projects.

REQUIRED *(What we need from you...)*

- Degree holder preferable in Business/Marketing/Computer Science/Information System or relevant discipline
- At least 1 year' experience in project/program, administrative support for IT development, technology and operational programs/projects.
- Familiarity with IT environment and technology terminology.
- Able to flex in the support of multiple/changing needs within the organization.
- Strong communication skills, both oral and written, including presentation skills.
- Extremely responsive with a strong sense of urgency.
- A good team player who is mature and can work independently

Pay based on the candidate's working experiences and qualification

and Benefits we offered:

- 5-day work week
- Competitive Remuneration
- Discretionary Bonus
- Medical Allowance
- Valuable Working Experience
- Flexible Working Environment

Interested parties please send your CV to hello@mindlayer.io

If you are an IT professional, a fresh graduate and possess the enthusiasm to involve in the IT field, do not hesitate to contact us now for your career development. We are pleased to share the opportunities with you.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Personal data collected will be used for recruitment related purposes only and all personal data of applicants will be kept in strict accordance to the Personal Data Privacy Ordinance. Unless advised otherwise, unsuccessful candidates will be kept on file for future job opportunities.