**JOB DESCRIPTION**

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| Position: | Project Manager | Company: | AS Watson Group |
| Department: | Big Data | Location: | Hong Kong |

**Job Purpose**

***(Main purpose/objective of the role summarised in a few sentences)***

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| The position will be responsible for managing data & API projects from inception through kick-off and into deployment between ASW Group system teams and external solution vendors.  This person will manage project scope, milestones, deliverables and timeline for various ASW Group projects under the Big Data Project. In addition, this person will work with business and technical team leads across ASW Group and Country business units to make sure right resources with the right capabilities are allocated in a timely manner to ensure each project’s success.  The ideal candidate is highly collaborative, able to build consensus across multiple teams, inside and outside of ASW Group. |

**Principal Accountabilities**

***(Key 6-8 accountabilities of the role)***

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| 1. Manage project milestones, deliverables, tasks, schedules and project-related reporting requests. 2. Manage expectations of project stakeholders and project team members through Project Charter and regular, formal status update meetings. 3. Lead cross-functional, geographically dispersed, virtual project members. 4. Proactively manage risks, issues and tasks to break down barriers and get decisions made to ensure project is completed on time with high quality. 5. Organize communications and presentations related to project progress and risks for project stakeholders and executives. 6. Implement change management tools and processes in the projects. 7. Participate in internal projects that help scale the team; implement best practices; and, improve methodology. |

**Key Skills / Experience**

***(Educational attainment, experience, personal attributes and skills required for this role)***

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| * Bachelor’s degree in Engineering, Computer Science, Information Systems, or, Business Administration with a concentration in Information Systems. * 5+ years of experience managing projects with demonstrated success in leading complex, cross-functional projects from planning through deployment. * Strong understanding of Big Data tools and solutions with a balance of customer facing skills and broad technical concepts. * Must be a strong communicator with a high level of written and verbal business communication skill, preferably with multi-cultural, multi-regional project management experience. * Experience with integration projects (API, ETL). * Understand the concepts machine learning and predictive analytics * Familiarity with Big Data, machine learning, R, Tableau, Python, distributed computing, Cloud Computing (MS Azure, AWS, Google Cloud, IBM Cloud) * Proficient in MS Excel, Word, PowerPoint, MS Project * Fluency in English, Mandarin mandatory (written/ spoken) * Fluency in Cantonese preferred. |