

## Job Highlights

- Frequent overseas trip is a MUST
- Immediately available is an advantage
- Young and energetic team members

## Job Description

### Job description :

- To plan, manage and track the progress of various projects within prescribed budget and time frame, including writing proposals and reports, executing the plan and monitoring the quality to reach the goals and targets of the projects;
- To identify and secure cross-sector collaborations for project(s) development, including the government, corporates, local and non-local organizations, media, schools and public;
- To coordinate training programmes and events including participant recruitment, collaborate with external instructors, on-site assistance, follow-up participants' study progress and feedback, material preparation and any additional support;
- To lead and ensure youth team(s) to organize and participate in local and non-local activities with an enjoyable learning atmosphere;
- To handle daily operation of the company including administration coordination, publication, marketing and branding, new media platform management;
- To perform any other ad hoc duties as assigned

### Requirement

- Bachelor degree/ associate degree/ high diploma holder in any disciplines;
- Has strong verbal and communication skills;
- Strong organisational skills and attention to detail;
- Proficient in MS Office Applications and Google Drive functions, Photoshop and Canva;
- A minimum of 1 year relevant experience;
- You may be required to work on weekends where necessary (off-days to be given in-lieu).

