PM Assistant

- Working Location: Ho Chi Minh, Tân Bình District
- Number of vacancies: 1
- Level: Fresher
- Roles: PM Assistant, PM Coordinator

JOB OVERVIEW AND RESPONSIBILITY

- Support the delivery of IT projects and assist other PMs across the company.
- Manage company-wide needs for software development and coordinate implementation with related departments inside and outside the IT department
- Manage development timeline as project coordinator.
- Ensure project aims and objectives as outlined with relevant specifications;
- Monitor project progress by tracking activity; resolving problems; publishing progress reports; and recommending actions;
- Work closely with assigned departments to initiate and implement both business strategic and system roadmap;
- Report weekly about all project timelines/activities related to the Department head;

MUST HAVE SKILLS AND EXPERIENCE

- 1-2+ years of experience, prefer as PM assistant, QA/QC, BA, PO, Project coordinator (who aims to
- become a PM); Good understanding of the software development lifecycle;
- Strong delivery processing skills;
- Ability to understand and communicate technical issues;
- Ability to work to deadlines and under pressure;
- Ability to deal with multiple projects and deadlines;

SOFT SKILLS AND ATTRIBUTES

- Excellent, all-round communicator;
- Good negotiation skills;
- Team player with the ability to work in a collaborative environment;

PREFER IF CANDIDATE HAVE

- Game experiences in development preferred;
- Educated to degree level in a Computing discipline or equivalent
- Knowledge or experience in UX.
- Technical ability, basic knowledge of developing languages such as Java, NodeJS, C++, JavaScript, and ReactJS.

REPORTING TO

- Delivery Manager
- Department Head

INTERVIEW PROCESS

- Tech Interview -> HR Interview