

Détail de l'offre : 职位名称 Project Management Specialist

Partenaire	Beijing Andros company 北京安德斯公司
Adresse	Nankou Farm, Changping District
Ville	Beijing
Référence	22D1666661970
Titre	职位名称 Project Management Specialist
Description du poste	<p>General Work Summary:</p> <p>Responsible for the progress follow-up of Andros China transformation project, continuous optimization of project management system, management tools; construction and continuous improvement of social responsibility system.</p> <p>负责安德斯中国转型项目进度跟进，项目管理系统的持续优化，管理工具的建设及持续完善社会责任体系。</p> <p>Responsibilities</p> <ol style="list-style-type: none">1. Support the implementation and improvement of PMO and CSR systems, focus on the implementation of project processes, identification, and support the internal process improvement.2. Support the program management process, support the usage of tools, and participate in the improvement of processes and tools3. Support program leaders to plan, organize, and participate in the regular program meetings4. Continuous improvement of social responsibility system, organize annual internal audit, customer audit and follow-up of corrective action plan5. Support program leader to monitor and manage the project progress and assist the project manager to achieve the project objectives6. Summarize and manage project data, report regularly, and provide data support for leaders' decision-making7. Establish a knowledge sharing platform within the company, improve project management ability of each department
Type de contrat	Employi
Métier	Autres / Divers Conseil / Stratégie
Société	安德斯
Localisation	Pékin
Pays	Chine
Profil recherché	<p>Qualification &Requirements</p> <ol style="list-style-type: none">1. Over 2 years' experience in project management, oversea study experience preferred.2. Good communication skill and willingness3. Strong learning ability4. Project management mindset and skill5. Result driven and ability to drive change6. Good PPT, Excel Skill
Expérience	Débutant (-3 ans)
Secteur	Agroalimentaire
Langues	Chinois (mandarin)