


Détail de l'offre : PROJECT COORDINATOR

Partenaire	 MB Projects
Adresse	733 Wanhangu Lu (near Wuding Xi Lu), Jing'An District
Ville	Shanghai
Référence	23D1677207148
Titre	PROJECT COORDINATOR
Description du poste	<p>We are looking for a bilingual Project Coordinator to assist the team in project management and administration tasks related to the agency's main projects (including strategy consulting, cultural planning, exhibition production, mediation etc.).</p> <p>KEY RESPONSIBILITIES</p> <p>Project coordination and monitoring (planning, budget, etc.) Drafting and delivery of presentations and reports Coordination with clients and partners, both in China and abroad Client meeting organization (planning, agenda, minutes etc.) Coordination and monitoring of external suppliers General administration tasks</p>
Type de contrat	Emploi
Métier	Communication / Création
Description de la société	<p>Would you like to work for Centre Pompidou, Fondation Cartier, Château de Versailles, Paris Musées, and many more? Organize exhibitions and dance festivals? Devise partnerships or communication strategies for art institutions or brands?</p> <p>Join MB Projects, a leading consultancy specialized in cultural strategy and management based in Shanghai! We accompany prestigious international cultural institutions in their development in China and assist world-class companies, such as Cartier or Kering, with their cultural strategy and projects.</p> <p>Become part of a dynamic and multicultural team in the fast-growing arts sector!</p> <p>To apply, please submit the following materials in English or in French: your Resume, your Cover Letter explaining your qualifications for the position.</p>
Localisation	Office Location
Pays	733 Wanhangu Lu (near Wuding Xi Lu), Jing'An District
Localisation	Shanghai
Pays	Chine
Profil recherché	<p>Native Chinese speaker, excellent English (spoken and written) French would be highly valued, but not a must University degree or higher, in Arts administration, Business, International relations, or a related field Strong interest in the cultural sector and cross-cultural projects Strong organizational skills, attention to detail, sense of responsibility Proficiency in Word, Excel, and PowerPoint Dynamic, motivated, dedicated, good team player</p>
Secteur	Communication Media / Publicité
Langues	Chinois (mandarin)