

Détail de l'offre : Digital Project Manager

Partenaire	FABERNOVEL
Adresse	Shanghai
Ville	shanghai
Référence	21D1631847765
Titre	Digital Project Manager
Description du poste	<p>The Digital Project Manager is tasked with ensuring that all projects produced by Fabernovel are delivered on time, on budget and to a level of quality that exceeds our clients expectations..</p> <p>This client-facing role is extremely hands-on and although there will be input from the production team, you will be responsible for managing our agency partners, clients and their projects independently, and successfully over-delivering against their expectations.</p> <p>Key responsibilities:</p> <ul style="list-style-type: none"> • Write specification documents based on the client's requirements • Digital project planning including: production timeline development & management • Ensure delivery of digital projects as specified in the specification document • Coordinate strategists, creative and production teams across the duration of the project • QA, Testing and ensuring the delivery and the quality control, • Budget oversight & billings management including: Invoicing/Estimate management • Time tracking and profitability follow up • Client relationship on a daily basis
Type de contrat	Emploi
Métier	Communication / Création
Description de la société	<p>FABERNOVEL is a global innovation agency committed to empowering companies to create a lasting cultural shift and knowledge base to act upon. We bring the thought leadership of a consultancy, the creativity of an advertising agency and problem-solving strength of a technology company. We work tirelessly to bring the benefits of change to corporations, startups, and teams who want to create impact with digital technology.</p> <p>Founded in 2003 by visionary entrepreneur Stephane Distinguin, FABERNOVEL's team of world class thinkers, technologists, designers and data scientists are considered pioneers in the field of digital transformation worldwide. In tandem with our clients, we purposefully rethink older strategies and design, conceive and execute innovative solutions.</p> <p>From six offices globally, we help clients across many business sectors including culture, media & telecommunications, energy & utilities, healthcare, insurance & banking, luxury, retail & consumer goods and transportation.</p> <p>Asia: https://asia.fabernovel.com/ Global: https://en.fabernovel.com/ Read our studies: https://www.slideshare.net/faberNovel</p> <p>If you are: Curious // Ambitious // Articulate If you like: Challenges // Team effort // Personal development FABERNOVEL is the place for you!</p>
Localisation	Shanghai
Pays	Chine
Profil recherché	<p>Required Skills And Experience:</p> <ul style="list-style-type: none"> • 1 or 2 years of experience minimum in a similar position • Chinese native speaker mandatory and English would be a bonus but not required for the job. • Previous digital / design / Consulting / IT / Tech agency and accounting experience is essential • Client facing management & presentation skills and excellent oral and written

communication skills

- Strong organizational, project management, time management and self-management skills
- Proven ability to manage multiple projects, meeting tight deadlines, completing projects within budget, stakeholder management skills and experienced managing teams in a matrix environment
- Strong sense of initiative and ability to solve problems and work under pressure
- Detail oriented, with excellent follow through skills
- Qualitative & quantitative analytical skills
- Willingness to learn and grow within the role
- Passionate about the digital field
- Strong computer skills, proficient use of Microsoft Office products (Excel, Word and Powerpoint)

Expérience Débutant (-3 ans)

Secteur Services Divers aux entreprises

Langues Chinois (mandarin)