

Job Description

Position Title: Project Coordinator (NOC 1221)

Working Location: Toronto, ON, Canada:
Brandon, MB, Canada

Working Hours: 09:30 – 17:30, Monday to Friday

Remuneration: fixed salary plus benefit and performance based bonus

A developing private company is looking for a Project Coordinator to join the the firm to assist with various interesting projects in Canada and Asia.

To be succeed in this role, you should possess sufficient Chinese and English communication skills. In addition, you should possess planning and scheduling skills. The idea candidate will have a Bachelor's degree in business from a Canadian institution. This position might require travel occasionally.

Responsibilities:

- Coordinate project schedules, resources, equipment and information
- Liaise with both internal and external parties to identify and define project requirements, scope and objectives
- Research for information and resources
- Plan and set project schedule and progress
- Break projects into doable actions and set timeframes
- Assign tasks to internal teams and assist with schedule management
- Assist accounting team to put up a project budget
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Work with the Project Manager to eliminate blocker
- Use tools to monitor working hours, plans and expenditures
- Assist to prepare all appropriate legal paperwork
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are met through conducting quality assurance tests

Requirements:

- Fluent in both English and Mandarin
- Understanding of project management and procedures
- Great attention to details and research skills
- Excellent teamwork, interpersonal and communication skills
- Solid organizational skills, including multitasking and time-management
- Strong working knowledge of project management tools (e.g. Gantt Chart/Basecamp)
- Proficient cost-benefit analysis skills and risk management skills

Interested candidate should send your resume/cv along with your salary expectation to admin@yiwii.com. Only selected candidates will be contacted for interview.