

Project Coordinator (Native Cantonese Speaker)

Opportunity

An exciting opportunity has arisen for a **Project Coordinator** to join the Axis12 team!

Axis12 design, build, host and support products and services for some of the UK's most high profile cultural, government, and media organisations including Southbank Centre, Somerset House, British Film Institute, Tate, Kew Gardens and Royal Museums Greenwich.

We are looking for an organised and confident Project Coordinator with Cantonese speaking and written skills to support our project management function on an exciting high-profile International project.

You will be responsible for maintaining project and team documentation, preparation of presentations, and communication to external stakeholders.

This role is initially a 6-month full-time contract, with possible extensions.

Key responsibilities

- Cantonese to English translation support to project management team
- Project management support and administration
 - Assisting the project management team with operational requests
 - Project administration including meeting agenda / notes
 - Ensure all project documentation is accurate and up to date
- Assist in planning and preparation of meetings, conferences and conference calls
- Prepare PowerPoint presentations, and present to stakeholders as required

You'll have:

- Native/Fluent Cantonese communication skills, both verbal and written
- Reading/Writing Chinese language skills in a business environment
- 2 to 3 years' experience in a project support role
- Good understanding of project management and technical terms and vocabulary

- Meticulous administrative skills and keen attention to detail
- Exceptional organisational and prioritisation skills
- High standard of proficiency in Word, PowerPoint & Excel
- Ability to maintain strict confidentiality
- To be able to keep up within a fast-paced environment and remain positive and composed in any situation

It would be nice if you had:

- Some experience working in a digital agency

You'll receive:

- Flexible working environment including occasional remote working
- Flexible start – finish times
- In-house training opportunities
- Holiday allowance
- Regular staff outings and social events
- Well stocked kitchen with coffee-shop style machine and plenty of refreshments

Want to join us?

Send a CV and cover letter to jobs@axistwelve.com, **and** complete the [video interview](#)

Please note:

- The role is based in London, with occasional travel to Hong Kong with the project team
- The video interview is a self-schedule service which you can complete at any time up until the deadline, Friday 13 Sept, 8pm GMT. *Early applicants will be prioritised.*
- Only applicants who are eligible to work in the UK, will be contacted as part of the shortlisting process.

STRICTLY NO RECRUITMENT AGENCIES