



RECRUITMENT INFORMATION

BIZ – EYES is looking for qualified candidates for following position:

Title : **PROJECT SUPERVISOR**
Direct Supervisor : Senior Project Manager/ Project Director
Address : 54-56 Hoa Đào, P.2, Q.Phú Nhuận

// JOB DESCRIPTIONS:

STT	TỶ LỆ PHÂN BỐ THỜI GIAN % TIME	MÔ TẢ CHI TIẾT / DETAILS
1	50%	<p>Project management</p> <ul style="list-style-type: none">- Proactive to manage assigned projects directly or supervise staff members to deliver excellent execution across channels as committed to clients. Key duties include:<ul style="list-style-type: none">✓ <i>Develop compelling across-channel contents (Print, Online, TV, Digital and Social platforms) and make sure they appear on approved channels</i>✓ <i>Manage audio/visual production (layouts/designs/photos/viral clips)</i>✓ <i>Manage medium-scale events (press conferences, seminars, offlines, etc.)</i>✓ <i>Handle digital production (website, app, game), digital amplification and management, conversation management</i>✓ <i>Identify issue/crisis risks and leverage channels to effectively mitigate the issue/crisis</i>✓ <i>Manage Channel booking (Print/Online/TV/Radio booking and Digital media booking - sponsor post, page like, video view/true view for viral clips, SEM, GDN, etc.)</i>✓ <i>Make daily/weekly/monthly reports to clients on projects' results and progress</i>✓ <i>Monitor project quality. Ensure that all projects are delivered on-time within scope, and meet with required quality standards. Proactive to fix and optimize KPI outcomes for under-performance items</i>✓ <i>Manage project cost efficiency and be responsible for achieving the agreed-upon profit targets for all projects</i>- Ensure that all projects are compliant to the company's standard integrated working process
2	20%	<p>Relationship management and development</p> <ul style="list-style-type: none">- Develop and maintain good relationship with journalists in different media outlets for successful media outcomes and crisis management- Develop and maintain good relationship with key celebrities/KOLs, hot fanpage/community, etc.- Well coordinate and maintain good relationship with clients, authorized agencies, third-party vendors, internal resources, etc. to ensure the deliverables to clients

3	15%	Leadership/Team management <ul style="list-style-type: none"> - Lead team members to achieve yearly assigned sales target - Co-ordinate with Line manager to build teams with clear career ladder path for each member - Train and maintain teams, developing staff members within role
4	10%	Report <ul style="list-style-type: none"> - Proactively communicate project status, team operation, issues and risks to Line manager weekly/monthly/quarterly/annually in a timely manner
5	5%	Company/Department culture/system building <ul style="list-style-type: none"> - Contribute to creating and developing the Department's training sessions, data hub, etc. - Proactive to organize or join good bonding activities to promote the company's Professional - Friendly culture

II/ JOB REQUIREMENTS:

YẾU TỐ	MỨC ĐỘ YÊU CẦU
Trình độ học vấn/chuyên môn/chuyên ngành <i>Education/Professional knowledge/Major</i>	<ul style="list-style-type: none"> - College/BA or higher degree in Communications, Marketing or related fields (Journalism, Languages, International Relations, Foreign Trade, etc.)
Kinh nghiệm làm việc (<i>tại vị trí công việc tương đương</i>)/ <i>Working experience in the same position</i>	<ul style="list-style-type: none"> - Proven 01-02 years project management experience at the same level in one or more of these above-mentioned areas
Kinh nghiệm thực tế trong ngành (<i>Marketing, event, PR...</i>) <i>Actual experiences in Marketing, Event, PR...</i>	<ul style="list-style-type: none"> - Have proper understanding of diversified brands in different industries including industry characteristics, target market, brand positioning, competitors, etc.
Các yêu cầu khác <i>Other requirements</i>	<ul style="list-style-type: none"> - Good in English - Proficiency in Microsoft Office programs (Microsoft Word, Excel, PowerPoint) - Persuasive and professional communication (oral and written) - Good multiple project time management - Good team management - Well create (or managing copy-writers) effective cross-channel contents in various styles - Have good media relationship in different media outlets for successful media outcomes and crisis management, and also with key celebrities/KOLs, hot fanpage/community, etc. - Have full understanding of channel landscape in VN, and deep channel insights such as Channel dos and don'ts, Channel practice, TA/demographic, popular & effective content formats... - Understand digital landscape and good in managing digital production, digital amplification and management, conversation management - Willing to learn new market trends and be self-demand - Able to travel independently between multiple work sites



III/ POLICY & BENIFICTS:

Salary: Negotiate.

Others: As policy.

Please kindly send CV via humancapital@squaregroup.com.vn

Or Ms. Linh- HCBP - 0977263554

HUMAN CAPITAL DEPARTMENT