

Job Information

Post Title	Project Specialist (Full-time contract - 1 year)
Company Name	Value Exchange Int'l (Hong Kong) Limited
Business Nature / Introduction	<p>We are one of the leading retail solution providers for the Asia Pacific region who relies heavily on TEAM work. We have over 300 highly motivated staff located in our Hong Kong, Shenzhen, Guangzhou, Changsha, Shanghai, Beijing, and Manila offices. Our clients include various major household brands in the Asia Pacific region VEII is headquartered in Hong Kong with branches in Guangzhou, Shanghai, Beijing, Shenzhen, Changsha, Manila, Kuala Lumpur and Singapore. It also has technology R&D centers and test centers in Manila, Shanghai and Guangzhou. We focus on the research and development of IT software products in the retail industry.</p> <p>We are IT company focusing on the retail industry, providing professional, comprehensive and overall solutions for the retail industry. Our research and development technologies are highly competitive in a rapidly growing market. The company's software products are mainly aimed at commercial retail customers, such as supermarkets, department stores, restaurants, various retail chain stores and so on.</p> <p>Our long-term partners include Watsons Group, Wellcome, PCCW, CTM, Hong Kong SASA, Robinsons Group and other well-known enterprises. We have more than 300 employees worldwide.</p> <p>The company provides employees with equal development opportunities and broad development space, such as overseas project training, internal job competition, etc., and always advocates the idea that the personal development of employees is consistent with the development of the company. With the steady development of the company and the continuous expansion of regional business, we are looking forward to more enthusiastic and dedicated people with lofty ideals to join us and work together with the company for common development.</p>
No. of Vacancy	1
Work Location	Hong Kong
Role / Responsibility	<ul style="list-style-type: none"> • Communicating with stakeholders regarding project needs and goals. • Contributing to the planning and development of projects. • Supporting the coordination and management of projects. • Researching information as required. • Performing administrative tasks such as preparing invoices, estimates, scheduling meetings, etc. • Keeping track of and reporting on project progress. • Completing any tasks assigned by the Project Manager in an efficient and timely manner.

Requirements / Qualification	<p>Preferred Qualifications: Undergraduate graduates in the following field of study:</p> <ul style="list-style-type: none"> • Technology <p>Other Requirements:</p> <ul style="list-style-type: none"> • Bachelor Degree Holder in IT or related studies. • Industry-specific certificates and licenses may be necessary or preferred. • Ability and desire to work collaborative to ensure successful project execution. • Highly organized and detail-oriented with a passion for ensuring projects proceed efficiently and effectively. • Fluent in spoken and written English & Chinese (both Cantonese and Putonghua). • Logical thinking and analytical mindset.
Salary/Allowance	Working hours: Five-day work week, Annual paid leave per year
Target Commencement Date	As soon as possible
Application Method	Please send the following document to hr@value-exch.com : <ul style="list-style-type: none"> • CV
Application Deadline	28 February 2021