

Project Coordinator (Banking), Adecco Hong Kong Limited



Views: 2830

Salary from HK\$1.00 Per month

Created: September 04, 2013

Location: Hong Kong, Eastern

Work experience: 2+ to 5 Years

Level: Associate Degree

Desired employment

Job title:	Project Coordinator (BANKING)
Salary from:	HK\$1.00 Per month
Employment:	Full time
Work experience:	2+ to 5 Years
Level:	Associate Degree
Short Description:	Our client is a leading bank in the world. To cope with their expansion in Asia, they are now looking for a Project Coordinator to join their professional team. (IT-RH)
Description:	Job Responsibilities:

- Support Business Continuity Plan preparation, execution and ongoing maintenance;
- Liaise with Application Development & IT services team, helpdesk and users in overall IT project execution;
- Conduct change and problem trend analysis to provide improvement plan;
- Project reports follow-up and audit tracking;
- Provide annual training to users

Job Requirement:

- Bachelor Degree or equivalent with at least 4 years office administration and support experience;
- Experience in IT project management, user and help desk coordination is preferable;
- Hands-on knowledge in MS project, NT MS Office/MS Windows;

- Good communication in both written and spoken Chinese and English ;
- Independent, self motivated and a good team player

Interested parties, please e-mail it.rh.hk@adecco.com to apply online.

Please note that only short listed candidates will be notified. All information gathered will be treated in strict confidence and solely used for recruitment purposes.