

Admin & Project Executive

Job Responsibilities:

- Communicating with upper management to assist and marketing project tracking.
- Supporting strategic long-range plans to achieve strategic objectives.
- Make and confirm travel arrangements.
- Communicate with internal stakeholders & external parties.
- Book meeting rooms, set up conference calls, and take messages and minutes during meetings.
- Assist with presentations and reports.
- Perform administrative tasks.

Requirements:

- Fresh Graduates are welcome, having writing experience is an advantage.
- Diploma or degree in Communications/Marketing or related field
- Fluent in written English and Chinese
- Proficient in MS Office: PowerPoint
- Good time management skills
- Ability to work under pressure in a fast pace environment
- Self-motivated and independent

To apply for this position, please send your resume to careers.mcin@forward-fashion.com.