

## Digital Project Manager in Taipei

### Native Chinese/English speaker



**KingEclient** is a digital business consultancy which employs over 100 professionals and started in 2.000 as a digital startup, now is part of the WPP International Group. We integrate communications, experience, e-commerce and Technology, if you are passionate about Digital services and Project Management we invite you to consider our new job offer!

KingEclient is looking for a **Chinese Project Manager** to join our Taipei's CX projects!

### How would we describe the role and our perfect candidate?

- Coordinate internal team & resources for the flawless execution of digital projects
- Develops and presents project documentation with all project stakeholders.
- Obtains needed resources, establishes project team, and delegates individual responsibilities.
- Manage aspects of the project including but limited to research, analysis, documentation, design/development, testing, negotiation, problem resolution, training, status reporting, implementation, deliverables, project closing and post-rollout review/audit.
- Manage CX projects, ensuring projects are clearly communicated to design team and delivered on time and within budget.
- Meet budgetary objectives and adjust project constraints if needed
- Assist in the project scope and objectives definition, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Support in managing the relationship with the client and all stakeholders
- Coordinate meetings with clients to take detailed ordering briefs and clarify specific requirements of each project
- Track project performance to analyze the successful completion of short and long-term goals and establish lasting and strategic relations with clients
- Analysis of digital business processes and ecosystems through strategic reasoning: Be data-driven enough to know when a strategy just isn't working and needs a pivot
- Work alongside and support a variety of co-workers, including UX/UI designers, product, IT, business teams, Bl.. by setting priorities and effective next steps for multiple projects simultaneously
- Optimization of complex transactional processes.

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- Definition & implementation of new functionalities and features into digital platforms to increase engagement and improve CX/ user experience.
- Competitors & market trends analysis for benchmarking and reports creation
- Perform risk management to minimize risks before and along with the project execution.
- Proactively manage risk and issues, and solve them with exceptional leadership and proactive inputs

### What are the requirements for this role?

Strong desire to work in a digital business, international environment and a track record demonstrating the following skills:

- **3+ years** as a **Project Manager** or **Senior Consultant**
- **Experience** in **Digital Transformation and CX projects**
- Have spent most of your career in **Digital Business**, ideally with a focus on e-commerce with very strong corporate-background
- **Bachelors degree** from an accredited university or college required
- Excellent level of **English and Mandarin Chinese** both written and spoken.
- Have an impressive **online portfolio** showing a range of Projects.
- Knowledge of **Agile methodologies**.
- Working knowledge of the following online project management tools: **Microsoft360, Asana, appreciated Figma and user testing software.**
- Proven track record of managing **projects, budgets, and timelines**. Well organized and deadline oriented.
- Ability to manage multiple priorities with **professionalism** and flexibility in a fast-paced environment.
- Knowledge of the **outdoor market is preferred**.

### Softskills and professional competences

- A strong communicator with a **can-do**, positive attitude and a strong desire to get things done
- High drive, determination, self-confidence and **persuasion skills**
- Excellent interpersonal skills with the **ability to interact with account** and internal teams
- Able to work remotely, independently, and proactively.

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- Detail oriented and analytical
- Forward-thinker with flexibility and **customer orientation**
- Excellent **time management** and **leadership** skills.
- An understanding of **digital workflow**
- Proven ability to manage internal and **client stakeholder expectations**
- Resourcefulness and adaptability
- Strong ability to **collaborate**
- Poise and **focus under pressure**
- Effective negotiation and **conflict management skills**

### What we offer

- **Freelance job** (full time) located in **Taipei\***
- Remote work during Covid restrictions and Onsite in the future
- Flexible hours and remote work culture
- Long term project

*\*Please note that all documents for self-employment **Visa** need to be in legal in **China**.*

***We encourage you to share your CV with us!***

HR Team

KingEclient People

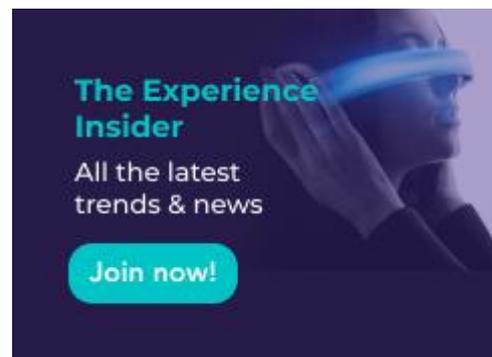
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*We are proud to have an international team that acknowledges a variety of backgrounds, perspectives and skills. At KingEclient, we celebrate diversity and difference, and we are strongly committed to building an inclusive environment for all our employees.*