



## Project Manager

### Duties & Responsibilities

- Establish and maintain relationships with client
- Create and maintain comprehensive project documentation
- Provide project updates on a consistent basis to the management about strategy, adjustments, and progress as needed
- Ensure all projects are delivered on-time
- Monitor project performance and participate in project review and control.
- Measure project performance to identify areas for improvement
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Other ad-hoc activity as required.

### Skills & Experience

- Degree holder in Business, or a related field
- Fluent in English and Cantonese
- More than 1 year working experience

For application, please email with CV and availability to [mini@freshaccounting.biz](mailto:mini@freshaccounting.biz)

Applicants must have a right to work in Hong Kong. Visa sponsorship will not be provided

Date posted: 4 March 2022