

## JUNIOR PROJECT MANAGEMENT OFFICER

Linkfluence is a leading Social Data Intelligence company, offering organisations a unique approach to monitor, analyse and leverage social media. Thanks to our social media intelligence platform Radarly and the associated services, Linkfluence captures and analyses more than 200 million posts per day from over 300 million sources in 61 languages.

Founded in 2006 in France, Linkfluence has more than 200 talented people in its offices in the UK, France, Germany, China and Singapore and is growing strongly. We work with over 350 brands, agencies and public organisations including worldwide-known companies such as: Danone, LVMH, Ford, DBS, Korean Air...

You will be working with a young, energetic and rapidly growing international team. We are looking for passionate and smart people to help us shape the future of social data intelligence.

### MISSIONS

Reporting directly to the Finance Director APAC and the Research Director APAC, you are responsible for the coordination and optimisation of the Research department in the APAC region.

Your main responsibilities are:

- Manage and optimize the capacity planning and resource allocation of the Research team
- Ensure the planning of various services (strategic studies, ad-hoc studies...) in accordance with internal processes, budget, risks and deadlines and in close collaboration with the Research Director
  - Manage and optimize the Research team's work schedule (about 15 people)
  - Gather and integrate client needs and requests
  - Forecast
  - Manage and optimize dashboards
  - Monitor the progress of projects
- Manage and supervise the internal Project Management tool (Fitnet) and ensure its proper use by the Research team
- Manage and coordinate external project contributors and reduce freelancer costs by increasing internal efficiency
- Supervise the internal CRM tool (Sugar) and ensure its proper use by all stakeholders
- Adjust work schedules quickly and efficiently in order to adapt to unforeseen events (production problems, change in delivery dates, unavailable resources...)
- Participate in strategic and transversal projects related to the Research department

You have a global vision of all ongoing projects and client needs and will inform the Research Director and other managers of potential risks and impacts.



## **ABOUT YOU**

- Degree in Engineering or Project Management (or equivalent)
- At least 2 years' experience in project management, ideally in the digital sector
- Excellent level of English and Chinese (written and spoken)
- Good knowledge of project management tools (MS Project, Gantt Project...)
- Proven organizational skills: ability to analyse, plan and prioritize
- Proactive and independent work attitude, excellent interpersonal skills
- Good knowledge of Microsoft Office (Excel, Word, PowerPoint...)
- Strong understanding of the digital space and the overall web ecosystem

SALARY: Competitive, dependent on experience

START DATE: Asap

CONTRACT TYPE: Permanent

PLACE OF WORK: Shanghai office (Rm 512, 68 Changping Road, Shanghai)

*Send us your resume and tell us the reasons why you would like to join us at:*

***Jobs-CN@linkfluence.com***