

Au Cœur du Luxe is looking for a **Digital Project Manager**.

Founded in 2009, ACDL (Au Cœur du Luxe) is a Consulting, Learning and Development group with branches in Paris, London, Singapore, Seoul, Shanghai and Hong Kong.

Our mission is to help luxury brands creating a memorable customer experience by delivering innovative and personalised blended learning solution.

Working at ACDL means more than having a job.

ACDL offers an attractive self-development environment as well as experience across a range of disciplines. We recruit to continue our exponential growth and are always looking for passionate people who believe it's possible to do exceptional work

At Au Cœur du Luxe, we share a common passion for people empowerment.

Main Missions

As a Digital Project Manager, you'll be responsible for overseeing the lifecycles of multiple digital projects. You will navigate an array of client relationships, project timelines, last minute changes and launches. By collaborating with our internal teams, you'll be delivering high quality and efficient project implementations. In this role you will be in charge of different tasks:

- Project and time management:
 - Create and update detailed project plans overseeing anticipated schedule, budget and resources.
 - Ensure timely delivery of projects and deliverables, proactively identifying and mitigating project risk
 - Assist on the preparation of client presentations: meeting documents, results deliverables, project documents
- Digital account management:
 - Identify client's needs and develop corrective action plan in collaboration with other teams
 - Develop trusted relationships with your clients as you will be their unique point of contact – listen actively to their concerns and questions in order to better understand their requests and perspectives
 - Manage stakeholders contact including attending meetings, maintaining team relations and whenever possible, managing new areas of project scope
- Team management:
 - Encourage and facilitate strong project communication within your team using collaboration tools
 - Participate in the overall improvement efforts of the team by seeking opportunities for feedback and development

Skills & Requirement

- Bachelor degree holder
- Minimum of 2 years in Project management with an interest in professional E-learning
- Fluent in English (both written and spoken), a second language is a plus (French, Chinese, ...)
- Experience in using Excel, Word, Powerpoint
- Great communication and great organizational skills, able to work in autonomy and being proactive

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Primary Location

Hong Kong

Contact

Interested parties, please send your resume, expected salary and date of earliest availability to

hrmanager@aucoeurduluxe.com