

Web Project Coordinator

Location:	Johannesburg
Remote work:	Some remote work allowed
Job level:	Mid
Type:	Permanent
Company:	Clockwork

Clockwork is looking for an experienced, dedicated, and enthusiastic web project coordinator to join our Microsoft team. This is a full-time position based in Johannesburg.

The successful candidate needs outstanding client relations skills, a friendly disposition, and have previous web and project management experience. We are looking for a candidate that has a hunger for keeping up with new tools, formats and functions and is looking to forge a long-standing relationship with Clockwork and grow as the agency grows.

Bonus would be if you are a gamer or interested in gaming.

Key responsibilities:

- Working closely with the senior project manager across numerous web projects for multiple markets
- Flexibility and speed in producing high quality work.
- Ensuring that projects are run seamlessly.
- Direct and manage projects from beginning to end.
- Set goals and deliverables that support the goal of the client and that of Clockwork.
- Determine which resources are required and the availability of participants who are required for the successful completion of the project.
- Identifying and assessing risks within a project and have contingency plans in place.
- Planning and scheduling project timelines to ensure effective delivery of the projects.
- Constant communication with internal key players of the project and the client.
- Measuring the outcomes of the project and ensuring they meet with set goals.
- Having knowledge and understanding of client's business and fostering a great relationship with the client.

Posted on 29 Apr 14:13, Closing date 27 Jun

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Andre
Jobs@clockworkmedia.co.za

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