

1) **【Project Lead】**

Responsibilities:

- Play a key role in day-to-day management of multiple-client PR projects with speed and accuracy
- Drive the process and take ownership and leadership for client, time and people management
- Help drive the agency's growth with new business, take ownership for new business presentations to incorporate fresh thinking, creativity and energy to prospective clients
- Demonstrate ability to set and exceed client expectations as a provider of strategic counsel, and to counsel clients' executive management on communications issues and strategies
- Build long-term relationships with relevant stakeholders, such as media, KOL, collaboration partners etc.

Required abilities:

- 6+ years experiences in a progressive public relations position of a fast moving and dynamic business environment
- have had proven and successful experience in planning and managing multiple PR projects in a stressful environment or under tight deadlines
- ability to develop, implement, and evaluate complex PR plans and strategies and in successfully executing them
- Strong problem-solving and communication skills
- Fluency in both written and spoken English
- Familiar with Government Procurement process is a plus

2) **【Project Associate】**

What you'll do:

- Collaborative project planning, including material collection, copywriting, and presentation production
- Assist project managers in the execution of marketing activities, contact customers and track progress
- Operate community platforms for customers, analyze data and operational issues
- Managing daily administrative tasks to ensure the company runs smoothly

Required abilities:

- Excellent written and oral communication skills
- Proactive attention to issues
- Logical, meticulous and careful approach
- Creative, flexible and have a great sense of humor
- Teamwork spirit
- Adapt to a fast-paced work environment