

Position: Project Management Officer (Digital Learning Platform)

Job Code: PMO01

Description: Join our team as a Project Management Officer supporting our digital learning platform specializing in Microlearning Videos, Gaming apps and Virtual Reality programs. Your primary responsibility will be tracking ongoing video projects from storyboarding to internal and external review stages, ensuring seamless coordination with various stakeholders for successful video production. Additionally, your role will involve aiding in creative visualization and supporting marketing efforts across platforms like LinkedIn and Instagram.

Responsibilities:

- Track the progress of ongoing video projects, overseeing stages from storyboarding to internal and external reviews.
- Coordinate with internal and external stakeholders to facilitate smooth video production.
- Assist in conceptualizing voice-over content and sourcing visuals online.
- Support marketing initiatives across platforms such as LinkedIn and Instagram.

Requirements:

- Strong ability to manage and track multiple ongoing projects.
- Experience in coordinating with internal and external stakeholders.
- Proficiency in creative thinking and visualization.
- Familiarity with LinkedIn, Instagram, and other social media platforms for marketing purposes.

Preferred:

- Background in project management or digital learning.
- Experience in content creation or video production.

Join us in shaping innovative learning experiences! Apply now with your resume and portfolio (if available).

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