

LEXCODE

<https://lexcode.com.ph/job/project-assistant/>

Project Assistant

Education

- At least an associate degree or certifications or training in project management, or any relevant work experience.

Responsibilities

- Generate, track, and communicate quoting activities with project managers
- Follow the quoting instructions and criteria from the project team and client
- Propose improvements in the quoting and project coordination process
- Coordinate with project managers about clients' quote request
- Ensure that client requests are quoted promptly and accurately
- Perform related duties for the localization department

Qualifications

- Exceptional verbal and written English skills
- Ability to work independently after undergoing rigorous training
- Willingness to work beyond office hours and on weekends only when necessary
- High focus to ensure quality delivery of multiple requests under tight deadlines
- Advanced typesetting skills in Microsoft Office products, such as Microsoft Word, PowerPoint, and Excel
- Knowledge of CAT tools is an advantage

Minimum System Requirements:

- Any laptop or desktop that is not more than 5 years old.
Can smoothly run work apps such as MS Office and Google Chrome.
- Operating System: Windows 10
- RAM: 8 GB
- Storage: 512 GB (SSD)
- Network: 10 Mbps (Upload and Download)
- Accessories: Webcam and headset with microphone

How to apply:

- Send applications to kate.a@lexcode.com

Other Information:

- Hybrid work set-up (report at Makati (6780 Jaka Building, Ayala Avenue) at least 2x a week)
- Schedule: 8:00 a.m. – 5:00 p.m. Philippine Standard Time (flexible work schedule)
- Full-time position
- No. of vacancies: 3

Date posted

September 16, 2022

Employment Type

Full-time

Job Location

6780 Jaka Building, Ayala Avenue,
1226, Makati, Metro Manila,
Philippines

Working Hours

8 AM – 5 PM

