

Project Executive (Consulting)

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Company: MVC Resources

Location: kuala lumpur

Category: other-general

This is a remote position. Role: The Project Executive (Consulting) will oversee consulting projects from inception to completion, ensuring they are executed within scope, on time, and within budget. This role is an exceptional opportunity for emerging professionals to learn from the CEO directly, enhancing their strategic decision-making skills and deepening their understanding of effective business management. The Project Manager is expected to be hands-on, directly engaging in the implementation and execution of project deliverables alongside their team. Responsibilities: Direct Collaboration with CEO: Engage directly with the CEO who in many of these projects acts as the Management Consultant and Project Manager, benefiting from their extensive experience and strategic insights, which will provide a significant learning opportunity and career development. Project Scope Enforcement: Monitor and maintain the project scope as agreed upon with the client. Address any deviations proactively to ensure alignment with project goals. Detailed Project Planning: Execute planning on the CEO's detailed project plans that specify scope, resources, timelines, and milestones. Use project management tools to track progress and adjust as necessary. Client Relationship Management: Act as the primary contact for clients throughout the project, managing expectations, providing updates, and ensuring client satisfaction through transparent communication. Quality Control and Assurance: Implement quality control measures to ensure that all deliverables meet the expected standards and reflect best practices. Risk Management: Identify and mitigate potential risks to project timelines and quality. Team Leadership and Development: Provide leadership and support to project teams, promoting an environment conducive to collaboration and professional growth.

Actively participate in both strategic planning and day-to-day execution to demonstrate a hands-on leadership approach. **Complex Strategy Translation:** Translate complex strategies and project deliverables into user-friendly and easily understandable formats for clients and team members. **Execution of Deliverables:** Actively participate in the execution of project deliverables, working independently on specific tasks and collaborating with team members on more complex components to ensure comprehensive project completion. **Results:** Timely and within-budget delivery of projects, achieving high client satisfaction. Effective management of project scopes, aligning deliverables with client expectations and business objectives. Strong client relationships are built on trust and consistent communication. Delivery of user-friendly project results that are easily understood and implemented by clients. Streamlined project processes resulting in increased efficiency and cost savings. **Requirements** Bachelors degree in Business Administration, Project Management, or a related field. Logical thinker with a knack for identifying and implementing process improvements. It would be good to have at least 1-2 years of experience in project management, with a background in consulting, agency, or a related industry preferred. Excellent English communication, negotiation, and interpersonal skills. Candidates to submit a resume and a video cover letter that pitches themselves of why they are suitable for the role.

1-3 years

Strong Sense of Ownership: Demonstrated ability to take full responsibility for content projects, showing initiative, independence, and a commitment to excellence. **Content Creation Expertise:** Proven track record in producing engaging, high-quality content, with a strong portfolio that showcases visual storytelling skills and the ability to capture the brand's essence **Adaptability and Initiative:** High adaptability to changing environments and situations, with the initiative to capture content opportunities spontaneously, reflecting a strong sense of ownership. **Trend Awareness and Creativity:** An innate ability to identify and apply social media trends creatively, enhancing brand engagement and storytelling. **Flexibility and Initiative:** Ability to travel and work flexibly across different locations, capturing spontaneous and planned content moments with high initiative and minimal direction.

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