

Job Title: Associate Project Manager

Location: Kuala Lumpur

Company: AvePoint

Overview

We are assisting our client, **AvePoint**, with hiring for an exciting role. This position is your opportunity to work with a fast-moving and rapidly growing organization to help our clients in achieving their IT digitization strategy and roadmap. If you are driven by challenges and working with the edge of IT technology, come and have a chat with us to determine if this position will be a good fit for your career aspiration.

What will you be doing?

As an Associate Project Manager, your job is to primarily work with cross-functional teams, as well as with external vendors, partners, and customers to fulfil the project deliverables. You will be tasked to assist with developing and managing project schedules, scopes, resources, and monitoring of project health.

Your Responsibilities Will Include

- Coordinate project management activities and provide regular updates.
- Lead cross-functional team meetings; effectively manage communications with internal project team members.
- Facilitate communication across teams to ensure team has the same understanding of project, including but not limited to project schedule and requirements.
- Track project activities based on schedule.
- Draft and/or maintain project documents.
- Facilitate review of deliverables prepared by the delivery team before submitting them to the customer.
- Work alongside international teams, proactively identify risks and facilitate conflict resolution.

OK, I'm interested... is this the job for me?

AvePoint is looking for people who value agility, passion, and teamwork; those who can bring fresh ideas to the table and want the opportunity to learn, grow, and expand their careers. Bring your aptitude and build upon what you do best for our customers, partners, team, and you.

Qualities that you will need to be a fit for this role include:

- Degree in Information Technology, Computer Science, Computer Engineering, Project Management, General Management, Business Administration, Business Analytics or relevant fields.
- 0 to 2 years of relevant project management experience.
- Knowledge on software development lifecycle, and waterfall and agile approach and methodologies.
- Able to speak English fluently and able to express your views and concepts clearly, accurately, and fluently.
- Exceptional verbal and written communication skills, fast learner with a passion for technology.
- Proficient in Microsoft Office software.
- Analytic and problem-solving skills.
- Able to focus and work under work pressure.
- Strong organisational and time management skills, high attention to detail, able to manage multiple tasks concurrently.
- Ability to read and speak Bahasa Melayu, Mandarin Chinese, or Vietnamese will be an added advantage.
- Certification with accredited project management professional institutes will be an added advantage.

Interested candidates, please send your CV to hr@vandengroup.com

Apply today and become part of a team that values innovation, collaboration, and growth!