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| Job Title: | Project Manager | Language(s) Required:  | Chinese (Mandarin),, English |
| Department/Group: | MILLERIA Limited | Will Train Applicant(s): | Yes. |
| Location: | Shenzhen | Travel Required: | Yes, Occasionally. |
| Salary Range: | Market Rate | Position Type: | Full Time |
| Posting Date posted: | 08/13/2012 | Posting Expires: |  |
| External posting URL: | Once you have edited your job description, [click here](http://clk.atdmt.com/MON/go/140269971/direct/01/) to post the job on Monster.com. |
| Internal posting URL: | [www.milleria.com](http://www.milleria.com)  |
| Job Description | Accomplishes project objectives by planning and evaluating project activities. |
| Responsibilities:* Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
* Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
* Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
* Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
* Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
* Provides information by answering questions and requests.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.

**Skills/qualifications:** * Developing Budgets, Coaching, Supervision, Staffing, Project Management, Management Proficiency, Process Improvement, Tracking Budget Expenses, Self-Development, Planning, Performance Management
* Closing Skills, Motivation for Sales, Prospecting Skills, Sales Planning, Selling to Customer Needs, Territory Management, Market Knowledge, Presentation Skills, Energy Level, Meeting Sales Goals, Professionalism.
* Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information , Professionalism, Problem Solving, Supply Management, Inventory Control, Verbal Communication.
* Performance Management, Giving Feedback, Project Management, Coaching, Foster Teamwork, Supervision, Staffing, Business Knowledge, Technical Leadership, Technical Management, Vision
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