

project manager

Responsibilities

- Formulate project plan and manage the delivery of the project objectives.
- Monitor and evaluate team needs, project capacity gaps, and opportunities for the organisation to develop new activities, objectives, or project goals.
- Provide project updates consistently to various stakeholders.
- Formulate interim reports and final reports to the funders as necessary.
- Support the project owner in formulating project proposals and budgets.
- Seek engagements with potential partners to work together.
- Handle financial activities, documents, and paperwork to support the organization's overall workflow.

Qualifications

- 2-3 years of project management and related experience in environment
- Strong knowledge of environmental, eco-system, recycling, and/or a degree in environmentalism is a plus
- Degree and/or background in business administration is a plus
- Proven ability to solve problems creatively, excellent analytical and management skills
- Strong interpersonal skills and highly resourceful
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Fluency in English and Thai

Submit your resume via Email to preciousplasticth@gmail.com
(Name your email title as "Job application" + project manager)