

Internship – Project Management Assistant

Beijing-based

Company background:

- Drcom is a digital agency specialized in Healthcare communication and multichannel marketing.
- We help pharmaceutical companies to improve their communication strategy, to create stronger campaigns and contents to deploy their digital initiatives.
- Our products and services portfolio is composed of eDAs, Patients/Physicians centric Mobile APPs, Social Media (Wechat, Weibo), CMS, Congress digitalization tools,
- We build strong partnership with our customers to get in-sync with their global vision and allow faster and easier process.

Key responsibilities:

- Support projects planning and execution.
- Gather Technical and Functional Requirements to estimate project's development cost and planning.
- Analyze, build, and manage Project Specifications Documentation and track changes.
- Troubleshoot/discuss with onshore Project Managers or customers (via email, messenger, PMS tool) to resolve matters related to project requirements, constraints, schedule, budget, etc.
- Report to Project Managers and General Manager and communicate extensively to all project stakeholders.
- Capability to manage multiple projects simultaneously and ready to work overtime on request (for problems or urgent issues).

Candidate profile and skills required:

- Good educational background, preferably in the fields of computer science, engineering or business.
- Excellent client facing and internal communication skills.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Strong working knowledge of Microsoft Office.
- Curious, creative, dynamic, responsive, highly responsible, well-organized, pro-active, dare-to-lead with excellent interpersonal and communication skills.
- Self-motivated and self-disciplined to work independently and harmoniously with others.



- Fluent in Mandarin and English.

Terms:

- At least 5-month internship.
- Beijing-based.
- Starting date as soon as possible.
- Package to be defined based on profile & skills.

To apply for this position, please send **your resume** to:

victoria.zuo@drcomgroup.com

and

robin.roumengas@drcomgroup.com

