



soundmouse®

# EXECUTIVE COORDINATOR

## (To assist the Director)

### Requirements

- Bachelor's degree in Computer Science, Project Management, Business Management or equivalent
- Prior experience in assisting a Director/CEO in an IT company
- Excellent communication skills in English (Written & Verbal)
- A sound understanding on latest technologies
- Ability to liaise with different stakeholders (Internal & External)
- Good in working on Google Sheets & Docs
- Ability to work independently and under pressure
- Excellent organizing skills
- High level of integrity and honesty in handling confidential information
- Outgoing personality and positive attitude
- Ability to work under UK calendar
- Ability to work in the night shift (3.00 pm - 11.00 pm)

***Candidates with hands on experience in foreign based IT, KPO or BPO sectors are encouraged to apply.***

Send your CVs to [recruitsl@soundmouse.com](mailto:recruitsl@soundmouse.com)

***Mention "EXECUTIVE COORDINATOR" as the subject line of your email.***