

PROJECTS COORDINATOR

Want to be part of one of Australia's leading & innovative technology companies? Here is your chance!

Realtair is a fast-growing Australian software company in the Philippines providing high-quality and innovative business solutions in the real estate industry. Here, we provide a dynamic and agile work environment for motivated individuals who want to build their careers while having fun and enjoying the various perks that the company offers.

At Realtair, our people are at the core of what we do. They are at the center of all our projects and successes. All are welcome under the Realtair roof where value is placed on teamwork, authenticity, adaptability, and a desire to raise the bar.

What is it like working at Realtair?

We are an agile organization through and through. We don't believe in hierarchies, only enablement of information to flow through teams, ensuring you get the help you need when you need it.

You will be part of a high performing agile team, doing what you do best. Teams are given the autonomy to meet the client's objectives, within the bounds of our framework. No two days are the same. Together as a team and as an organization, we always find a way.

What awaits you?

- Competitive compensation package
- Enjoy a work-life balance
- Flexible working arrangement (i.e. work from home)
- Promotion Opportunities
- Opportunities for enhanced learning
- Monthly Internet and Electricity Subsidy for WFH
- HMO coverage for employee + dependent
- 20 VL and 10 SL
- "Enrichment Fridays"
- Professional and Personal Enrichment Program
- Mentoring Program
- Weekly Game Day!
- Other Fun-tastic treats and WFH Perks
- COVID Leave
- COVID Vaccination Leave
- Work Whenever Arrangement
- Sign On Bonus (Php 5,000.00 cash*)

What will you do?

The Projects Coordinator is responsible for delivering working templates, maintaining and monitoring project plans, project changes, project schedules, and enabling the client to roll out ensuring that project deadlines are met in a timely manner. Responsible for liaising with the Account Manager and the development team to ensure a smooth transition of projects.

Project Management

- Manage, control and coordinate project schedule and implementation to make sure the project is completed on time.
- Formulate a detailed project plan/timeline for management review and approval
- Participate in projects related meetings and propose improvements if necessary
- Create and maintain project documentation and plans

Client communication

- Liaise with Account Managers to identify and define template requirements, scope, and objective;

Project Monitoring

- Monitor project updates and progress to ensure that project deadlines are met in a timely manner.

Performs other ad hoc activities as necessary and as prescribed by the Immediate Manager or Authorized Representative.

What are we looking for?

- Candidates must be a graduate of bachelor's degree in Business/Marketing or any related field
- Experience in Project coordination and management for at least 2 years
- Firm organizational skills, including time management skills, multi-tasking skills.
- Can work under pressure
- Can work independently and as a part of a team
- Exceptional written and verbal skills.
- Ability to work on tight deadlines
- Documentation management and capable of using project management tools
- Good communication and can maintain strong relationships, especially with the clients.
- Nice to have: ITIL v3, PMP, CSM certification, and anything related certificate

How to Apply

Bring us your talent, enthusiasm, and help us move to the next level of excellence. If you are someone who enjoys ownership and continuous learning, then we'd love to hear from you! Please submit your updated resume to recruitment@realtair.com with the email subject: **Realtair, Inc. – PC – First Name and Last Name.**

***Candidates outside Metro Manila or from provinces are welcome to apply!*

COVID-safe precautions

Our recruitment and onboarding process has been adapted to comply with COVID safe precautions using our online recruitment process and Google Meetings online for video interviews.

Everyone's safety is our top priority. If you get the role, you'll be working remotely with the rest of the team until it is deemed safe to go back on normal business operations within the office premises.