



Project Manager Assistant

About the role

This is a trainee-level role. Following an initial intense training program, successful candidates will be assigned to our various project teams to assist in the conception, development, and support of technology projects to learn by doing.

This position suits students seeking a place to gain industry experience. It is also suitable for Fresh Graduates and those passionate about building a career in Technology.

Responsibilities:

- Assist the team in creating and developing new innovative ways to communicate the company message to their existing customers.
- Assist the Team in preparing, planning, and project managing the publication of all publicity material to maximise brand promotion, particularly on digital channels.
- Assist the Team in creating marketing campaigns and completing various tasks in executing them.
- Assist in creating and developing new innovative ways to communicate the company message to their existing customers.
- Assist in evaluating the effectiveness of all marketing activities.
- Assist in planning, developing, and delivering campaigns as agreed within timescales.
- Assist the team in the design, development, programming, deployment, project documentation, and other tasks during various client engagements.

Requirement Across all Roles:

- A passion for IT
- A drive to build a career in Tech

Perks

- Accepted persons will be given an automatic FULL scholarship to a relevant Bincom Academy Class(es). A certificate of participation in the Bincom Academy class will be given.

This role starts as a 100% remote volunteer role.

Job Types: Part-time, Temporary contract, Volunteer, Apprenticeship

Contract length: 6 months

Part-time hours: 10 per week

Schedule:

Monday to Friday

Weekend availability

Apply at <https://bincom.net/volunteerregistration>