

## PROJECT COORDINATOR

### Job Summary:

The candidate will be responsible for operations related to the development of a football school project of which TPS is the acting consultant. He/she will coordinate with Chinese entities and European counterparts under the title of General Manager.

### Job Duties:

Accomplish required tasks through detail-oriented coordinating and scheduling.

Achieve operational objectives by contributing information and recommendations to strategic plans and reviews; prepare and fulfill action plans; implement customer-service standards; resolve problems; identify trends; determine system improvements; implement changes.

Meets cost standards by monitoring expenses; implementing cost-saving actions.

Updates job knowledge by participating in educational opportunities; reading professional publications.

Enhance department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

### Minimum Skills and Qualifications:

Ability to interact in Italian, Chinese and English on business level. Italian or Chinese native-speaker is preferred.

Strong understanding of international sports culture.

Strong ability to interact with different cultures.

Time Management.

### Preferred Skills and Qualifications:

Performance Management, Project Management, Foster Teamwork, Tracking Budget Expenses, Results Driven, Proactive, Staffing.

Experience in sports industry, even at amateur level.

