



PROJECT MANAGEMENT OFFICER

JOB DESCRIPTION, August 2020, Shenzhen

www.clevylinks.com is a fast-growing multinational start-up exclusively providing logistics solutions for B2C cross-border e-commerce and already a leader in its industry, especially with a grasp of +30% of the e-commerce volume from China. Operating since 2009, CLEVY is quickly expanding its global footprint in a mission to revolutionize international trade.

CLEVY team is composed of some of the brightest international experts of mail/parcel delivery, customs, transport, IT, on-line marketing, international trade, government affairs, located in four continents.

CLEVY creates a new position of Project Management Officer, to disruptively accelerate the structural growth of the company.

Main missions:

- Leading all the project developments and their structuration in the company,
- Aligning with and dispatching the work to the Development, IT, Operation and Accounting departments,
- Fixing the technical standards for the whole company,
- Work very closely with the company CEO in all matters.

Reporting to the company CEO, a European living in China.

Office location : Shenzhen Xili / Daxuecheng 西丽大学城

(at least from the moment the access to China is possible again, temporarily can be overseas)

Requirements

- College degree or above, with more than 3 years experience,
- Top cognitive and management/communication capacities,
- Proven project management track record,
- fluent written and oral communication skills in English,
- Strong technical capabilities – engineering background could be a plus,
- Knowledge of parcel/packet express/postal delivery is an important asset,
- Pro-active, self-motivated and a quick learner
- Well-organized with a positive “can-do” attitude towards challenge
- Willing to work in a multi-culture and multi-national environment
- Can work with some time pressure and meet deadlines
- Rigorous and well organized, strong analysis capacity
- Chinese and non-Chinese applicants all welcome.

Application : kindly send your CV and cover letter to jobs@clevylinks.com