

# WE ARE HIRING!

## Project **Management** Assistant

### Requirements:

- Bachelor's degree in Marketing, International Trade, Logistics, Administration.
- Advanced English is essential.
- Minimum experience of one year in the reception of materials and reviewing them for different projects.
- Project monitoring experience.
- High Resolution capacity.
- Results- orientated.

### We offer

- Employment stability.
- Opportunity for growth and development in the field of market research.
- All benefits established by law.
- Hybrid work, but due to the nature of the position you will have to meet with clients eventually.



### Task to do:

- Monitoring communication with clients to carry out the design of the project.
- Supervise field work, to detect and eliminate threats that may put projects at risk.
- Make decisions that are aimed at achieving the objectives of each phase of the project.
- Management of project indicators to communicate the results.
- Achievement of production goals of qualitative / quantitative information gathering.

Submit your CV at:  
**[jobs@mercaplan.com](mailto:jobs@mercaplan.com)**

More Information:  
**[www.mercaplan.com](http://www.mercaplan.com)**