

Project Manager

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Company: Motioncue Studios

Location: Rawalpindi Cantonment

Category: other-general

Motioncue Studios is looking a tech savvy, website development champ who has excellent communication skills and can work with our international partners. Here's a brief overview of what is required:- Reviewing redesigned websites to ensure all revisions requested by customers have been completed

- Prep completed site list from data in smartsheets and import relevant data into google docs
- Manage site status in Wrike; Keep active and ongoing Wrike tasks organized and perform project task clean up including, but not limited to, marking assigned tasks in Wrike as completed when approved for QA, moving completed revisions and migrated sites to appropriate folders;
- Knowledge of Google docs and/or excel required
- Knowledge of Smartsheets and Wrike preferable but not required
- Knowledge of web design and/or graphic design preferred

Job SpecificationExcellent

Communication skills

Knowledge of website design and graphic designing

Experience in online collaboration tools like Zoho, Wrike or Asana.

Experience in working on Google Docs, Excel. #J-18808-Ljbffr

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