

# JOB DESCRIPTION

JOB TITLE: Project Coordinator APAC  
DEPARTMENT: Technology  
LOCATION: Hong Kong / Singapore / Sydney

essensys is one of the fastest growing global proptech firms moving rapidly into our next stage of hypergrowth. Established in London in 2006, essensys was created to solve the complex operational, everyday challenges for flexible workspaces, the largest growing segment in the commercial office market.

We believe the office environment of the past is no longer - the staid, the unresponsive and the impersonal - will be replaced with space-as-a-service and tech-oriented environment that has already attracted the world's largest enterprise users. Today, flex workspace accounts for less than 2% of the office space market and current growth estimates that will reach 30% by 2030. Traditional landlords need to adapt and have already started doing so, especially in light of COVID. The opportunity is massive.

In 2019, essensys became a publicly traded company on the London Stock Exchange and currently has regional headquarters in London, New York City, and Hong Kong. We have customers across 28 countries.

## WHAT WE DO

We have built the only private cloud network to service the flexible workspace and commercial real estate industry which underpins our SaaS platforms. We simplify the day-to-day management of office buildings and the provisioning of secure wifi, internet and digital infrastructure services to tenants. Our platforms automate key tasks and processes and help flexible workspace providers deliver highly efficient, customer-centric workspace solutions. Our partners include some of the largest landlords and flex operators in the world, as we deliver an end-to-end, scalable solution by leveraging our 15 years of experience and our 100+ team of award-winning developers and engineers.

## ABOUT THE ROLE

The Project Coordinator role is to administer and organise all types of projects, from simple tasks to more complex plans. Your responsibilities include working closely with Sales teams and global Technology teams to prepare comprehensive action plans, budgets, expenditures and timeframes for projects. Projects at essensys typically involve on and off premises surveys, installations, and tests of network equipment. This role involves both front and back-office tasks, various coordinating duties, and ultimately to ensure that all project deadlines are within budget, meets high quality standards and completed on time.

To be successful as a Project Coordinator, you will have excellent time management and communication skills, ability to work under pressure and deliver results on tight deadlines.

## MAIN DUTIES AND RESPONSIBILITIES

- Monitor the daily progress of essensys projects at customer sites.
- Provide detailed updates to Sales and Marketing Teams and other relevant stakeholders.
- Organise reports, contracts and invoices.
- Act as the point of contact and communicate project status to all participants.
- Manage new database implementations and liaise with customers to identify and define requirements, scope and objectives.
- Prepare necessary presentation materials for meetings.
- Document and follow up on important actions and decisions from meetings.
- Perform billing and book-keeping tasks.
- Provide administrative support as needed.

## KNOWLEDGE AND EXPERIENCE

- At least three years of previous work experience as a Project Coordinator or a similar role.
- Commercial real estate, smart buildings or flexible workspace industry experience is desirable but not required.
- Exceptional verbal and written communication skills.
- Excellent written and spoken English, additional language is a plus.
- Self-motivated, and ability to work effectively both independently and as part of a team.
- Solid organisational skills, including multitasking and time-management.
- Good attention to detail, and understands the importance of accurate record keeping.
- Strong working knowledge of computer-based applications, such as Microsoft Office, Outlook, Salesforce and comfortable with learning and using internally developed solution management applications.
- Willing to get hands-on with tasks and ability to work on tight deadlines.
- Ability and willingness to learn and respond to new ideas, and have a continual desire to do things better and make suggestions to improve process.

## APTITUDE AND PERSONAL QUALITIES

- Interest in Real Estate, PropTech and SaaS.
- Detail oriented and analytical.
- An entrepreneurial spirit, including a relentless work ethic and high degree of self-motivation.
- Ability to excel in a fast-paced, scale-up, hands-on environment.
- Strong communicator and a team player.
- Commercial mindset with creative problem-solving skills.