

Gometa Limited, a wholly owned subsidiary of a Hong Kong listed company, is looking for an experienced **Project Coordinator (Web3/Blockchain)** to join their newly set up team.

Responsibilities:

- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing, and summarizing relevant information from investment, incubation and acceleration meetings.
- Carrying out research on blockchain projects, including, tokenomics, market and competitor analysis
- Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients
- Identifying and developing new opportunities with clients by identifying synergies in our portfolio of projects and partnerships.
- Obtaining customer acceptance of project deliverables.
- Managing customer satisfaction within the project transition period.

Requirements:

- A minimum of two years of relevant professional experience in distributed ledger technology, and blockchain-based technologies
- Strong understanding of formal project management methodologies.
- Can-do attitude who has a strong business mindset, with an eye on KPIs and company strategy
- An interest in Cryptocurrencies and Blockchain technology
- Easily communicates complex concepts, with the ability to influence others
- Fluency in English and Putonghua is required.

Attractive package. Interested parties please send full resume to: hr@elate.hk

(All personal data will be used for recruitment purpose only)