

Phoenix Industries – Projects and Product content Administrative | Colombo

Imagine what **you** could do here! At Phoenix, great ideas have a way of becoming great products, services, and customer experiences very quickly. Bring passion and dedication to your job and there's no telling what you could accomplish.

Company Profile:



@phoenix_industries_



@phoenix_industries.



@PhoenixindustriesLtd



@PhoenixIndustriesSL



@Phoenix Industries



www.phoenix.lk

The role

We are looking for an enthusiastic Administrative with an open mind, who is excited to be a part of a team that is pushing the boundaries with brand visual content, to join our team. As the Projects and Product Content Administrative at Phoenix Industries, you will work directly under our Creative Director & Industrial Design Lead, to control & manage all photo shoots, video shoots and any other brand related content with 3rd party vendors, according to the style guidelines and timings that the company requires.

Key Responsibilities

1. Manage & control any new visual content projects, under the guidance of Creative Director, from concept to final deliverable, with special attention to detail and timings.
2. Create the briefs to be documented before the start of each project, and clear communication with internal and external stakeholders until project completion
3. Be the link between Phoenix & 3rd party suppliers for relevant content projects
4. Quotations Negotiation and Knowledge about finance.
5. On time delivery of all planned projects by tracking and controlling process.
6. Constant follow up & attention to detail on project specific deliverables
7. Vendor management, vendor negotiations.
8. Willing to move around the country to scout locations and control visual material creation.

Requirements

1. Deep understanding of what the company requires and the ability to translate that into a executable creative brief
2. Knowledge about finance and Finance basics.
3. Ability and good negotiation skills.
4. Willing to move around the country (requested for this role)
5. An open mind, challenge the status quo, and be excited about being a part of a team that is pushing the boundaries on creativity.
6. Capacity to work and understand new languages on business and creativity.
7. Have a good sense of aesthetics and the company's style.
8. Be enthusiastic about design, and the ability to quickly catch the company's style requirements
9. Proficient in MS office, especially Microsoft Excel, power point and Word.
10. Extremely good organizational, planning and project management skills
11. Capacity to work under high pressure and tight deadlines
12. Self-motivated and proactive rather than reactive
13. Be cool, fearless, shy less and different thinking, if you are not dared this is not for you.
14. Good English skills is a must.



If interested, please send your resume, and cover letter to careers@phoenix.lk along with the below prescreening assessment before 11th April.

Please visit our website, review our visuals, and select three that stand out to you. Then, answer the following questions:

- Which three visuals did you choose, and why?
- What are three things that stood out to you about each visual? (For example, what caught your attention, what they mean to you, and your overall opinion.)
- What message do you think Phoenix aims to convey through these three visuals?
- What do you think goes on behind the scenes to create these visuals? (For example, the effort, planning, and processes involved.)

Reach out if you have any questions via Nisansala 076 8968944

