Lestori Books Limited
Unit D, 23/F, Kwai Bo Industrial Building,
40 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong
www.lestoribooks.org

Project Manager

You are the "Conductor" of the orchestra. You manage the production pipeline and ensure that our various departments work in perfect harmony to launch new books on time.

Key Responsibilities:

- **Pipeline Management:** Track and manage the lifecycle of every book through four stages: Text Audit → Voice Recording → Audio Engineering → Final QA.
- **Cross-Functional Coordination:** Manage handoffs between Literacy Specialists and the Audio Engineer to ensure no book gets "stuck" in the system.
- **Deadline Enforcement:** Monitor weekly quotas and maintain the master content schedule in our project management tools.
- **Operational QA:** Perform the final check to ensure the Text Audit was signed off and the Guiding Questions are correctly uploaded.

The Learning Path:

- **Agile Methodology:** Practical experience in managing content "sprints" and production loops.
- **Stakeholder Management:** Learning to lead and motivate a team of creative and technical peers.
- **Product Operations:** Understanding the backend logistics of running a digital content platform.

What We're Looking For:

- **Skills:** Exceptional organizational skills, a "Type A" personality, and proficiency in tools like Trello, Notion, or Asana.
- **Portfolio:** Examples of projects you've led or systems you've organized (academic or professional).
- **Background:** Current students in Business, Project Management, or Operations.

How to apply

Apply online at https://lestori.com/careers or email careers@lestoribooks.org.