



Akila

Internship for Digital Project Assistant (Food service /Workspace)

Location: Shanghai / Languages: Mandarin (native); English (native or fluent)

Duties:

- Logging of issues/bugs/enhancements that are raised by stakeholders in Jira and working with the Product and R&D teams to order the priority of tasks in the backlog.
- Being the point of contact for our product team, to provide clarification on tasks, when necessary, and communicating with internal stakeholders as required.
- Working with the Product team and key stakeholders to support the completion of project documents (e.g., Project Initiation, Scope of Work and Requirement documents, user training etc.).
- Monitoring documentation required in line with the Project Framework.
- Working with Product team and R&D team on the delivery of some smaller digital projects with customer success & support.

Key skills and competencies:

ESSENTIAL:

- Experience of working within teams and independently.
- Experience in calendar/meeting management.
- Experienced user of Microsoft Office applications.

DESIRABLE:

- Knowledge of project management platforms (ideally Jira).
- Knowledge of Agile/Scrum methodology.
- Knowledge of digital development processes and principles.

Personal Attributes:

- Have good organizational and prioritization skills.
- Have excellent communication skills (written and verbal) and ability to work with a variety of stakeholders.
- Have excellent attention to detail.
- Show initiative and proactivity.

Who we are :

Akila is a Shanghai-based startup in the digital twin industry, focused on accelerating a revolution in the way data is harnessed to optimize sustainability and efficiency in buildings and cities. We take the goal of net-zero carbon deadly serious; to achieve the mission, we have begun building a team of experts (50 people and still growing) from business, data, energy, engineering, building operations, construction and more.

The Akila digital twin platform is kicking off its public launch this year and is already in active use at 9 client sites covering 1M+ square meters, including major international names from retail, pharmaceuticals, chemicals, education and healthcare.

Where we come from :

Akila was incubated by Aden Group, an international group headquartered in Shanghai specializing in facility management, environmental services, private equity and more. The Akila team currently operates in Aden's Global HQ.



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Interested in applying?

Please contact Sophia.wei@adenservices.com