

## Process Management Trainee (part-time)

Department

**UIITS**

**Group Support**

This is a part time job suitable for passionate professionals who want to work for a leading European Insurance Group on a very flexible work schedule.

Contact

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You will work as part of a multinational group with true, large, enterprise-wide systems, complex architectures and real life constraints (speed, performance, non-stop systems availability) and are going to be part of a team aimed at designing and implementing enterprise level solutions.

We adapt our collaboration and development methodologies to the specifics of each project and customer, trying to stay as agile as possible. We bring quality and innovation as added values to the customer needs.

### Required skills

- University degree in IT, Economics or other relevant studies;
- Advanced Microsoft Office skills (Excel, Power Point);
- Capable of analytical and solution oriented thinking;
- Good communication skills;
- High attention to details;
- Fast learner;
- Effective team-worker in a corporate environment;
- Able to work on multiple tasks in the same time and maintaining high quality standards;
- Constantly driven for improvement;
- Fluent in English (both spoken and written);
- German language skills – B level or above.



## Your responsibilities

- Support the Process Management team, by researching relevant topics and drafting findings into reports and process documentation;
- Prepare communication material in formats which range from written text to tutorial videos and white board animations;
- Perform data entry and analysis in various tools (Excel, Jira, Confluence etc);
- Support the team by organizing meetings and keeping track of discussed topics;
- Overtake other tasks assigned by the Process Management team.

## Compensation & benefits

- Very stable work environment, as part of large Banking and Insurance Multinational Group;
- Flexible work program, respecting your own private time;
- Lunch tickets;
- Extra vacation days;
- Exchange of experience and training with international professionals, as a premise for personal development;
- Career development opportunities;
- German language courses;
- Team building events;
- Great workplace, central office location in a green and quiet area, great city view etc.