



Project Management Assistant (part-time)

Department

UITS

Group Support

Contact

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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.

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);
- Basic Project Management knowledge;
- 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 Project Managers in their daily tasks and project reporting;
- Provide quality assurance for compliance with our project management rules;
- Prepare documentation and attend project meetings;
- Overtake other tasks assigned by the Project Manager.

Compensation & benefits

- Very stable work environment, as part of large Banking and Insurance Multinational Group;
- Flexible work program, respecting your own private time;
- Attractive remuneration package;
- 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.