

## Business / Technical Project Manager

Department  
**UITS**  
**Group Support**

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### Job brief

Our jobs involve developing, maintaining and integrating state of the art, mission critical solutions for UNIQA IT Services. UNIQA IT Services is the internal IT Service Provider for groups within UNIQA Holding.

You will work as part of a multinational group with true, large, enterprise-wide systems, complex architectures and real life constraints (speed, performance, nonstop systems availability). You will also travel to Austria for training and project meetings.

Within the UNIQA IT Services Organization, the PMO Team is responsible for managing its Clients Projects Portfolio and delivering all key projects in time, quality and costs.

The PM PMO Team seeks to re-inforce its team and services offerings with the integration of effective, highly motivated, results-driven and customer-focused IT PM professionals.

### Main responsibilities

- Project management for all aspects (from Initiation, Planning & Analysis, Execution and delivery/rollout of assigned projects)
- Own the responsibility of the Project delivery from end to end
- Interface with all areas affected by the project including UITS services, client services, end users and external vendors
- Define project scope and objectives; develop detailed work plans, schedules, project estimations, resource plans and status reports
- Conduct project meetings
- Responsible for project tracking and analysis
- Ensure adherence to UITS quality standards and perform quality control in collaboration with the QA internal team
- Perform proactive risks analysis, recommend and take action to drive the solutions of problems
- Manage internal and external stakeholders, ensure regular and accurate project status update
- Ensure an effective and appropriate communication towards all stakeholders and project team members
- Provide regular reporting, track the project progress against agreed KPIs.



## Required skills

- Experienced Business / Technical PM with min 3-5 years of experience in Project Management
- Technical knowledge in SW development technologies, in particular Web applications (Web services, Java, JavaScript and associated frameworks etc.), BPMS, DMS technologies and tools
- Experience with Planning, PM, PPM tools
- Large and proven experience of Waterfall and Agile (Scrum) implementations
- Knowledge of Architecture concept and proven technology projects implementation know-how; JIRA/ Confluence experience would be a plus
- Extensive PM process knowledge (PM Certification – PMI/ IPMA/ Prince2) is considered a plus
- Excellent oral and written communication skills, team coordination, structured approach, problem solving, autonomy and desire to learn
- Ability to communicate effectively in German & English. Other languages (SEE Countries) are an additional plus
- Flexibility for periodic travel.

## Compensation & benefits

- Very stable work environment, as part of UNIQA Insurance Multinational Group
- Flexible work program, work from home also possible
- Full-time, unlimited employment contract
- Attractive remuneration package
- Lunch tickets
- Private pension and health insurance
- Extra vacation days
- Exchange of experience and training with international professionals, as a premise for personal development
- Career development opportunities
- German language courses
- Contribution to sport activities
- Team building events
- Great workplace, central office location in a green and quiet area, great city view etc.