



LOOKING FOR MORE THAN A JOB?
JOIN US!



PROJECT MANAGEMENT OFFICER

The Project Management Officer will have the opportunity to support the growth of our business in a fast-changing environment. As part of the Product & Growth department you will play an important role in how Advanzia collaborates across departments and delivers change.

This opportunity is a full-time CDI contract.

ABOUT THE JOB | What will you do?

As a Project Management Officer, you will be responsible for the following activities:

- Contribute in all aspects of the bank's projects to support consistent and successful delivery (across the full project lifecycle)
- Support in interdisciplinary business and IT projects
- Support Programme and Project Managers by taking responsibility for specific streams or deliverables of a programme or project
- Independently manage smaller to medium size projects or larger change requests
- Proactively track the project status and progress throughout the project lifecycle
- Preparation and distribution of internal and external project communication and reporting at all levels, including steering committee meetings, workshops and other project meetings
- Support the bank's business change management and Agile requirements delivery framework
- Participate in establishing practices, templates, policies, tools and partnerships to expand and mature these capabilities for the organisation
- Support business units and Product Managers in the creation of effective and sustainable solutions

ABOUT YOU | What's your background?

- University degree in banking, business administration, economics, or an equivalent degree
- Any certification in project management is considered a plus
- First-hand experience in project management, ideally in the banking or financial industry
- Good knowledge of project management tools and techniques
- Prior experience in working in interdisciplinary projects, including a sound understanding of the IT environment
- Experience in working as part of cross-functional project teams in a matrix organisation
- Ability to influence project teams by motivating team members to achieve project goals, adhering to their responsibilities and project milestones
- Experience in working in an international environment
- Basic understanding of project and programme management principles, methods and techniques
- Ability to apply traditional and agile planning and implementation methods
- Good understanding of interdependencies between technology, operations and business needs
- Basic understanding of IT and technical systems
- Proficient user of MS Office tools

WORKING FOR ADVANZIA

THE UNCONVENTIONAL BANK

WHAT WE EXPECT | What are your skills?

- Good project management skills and ideally, previous project management experience in an agile environment
- Outstanding communication, interpersonal and management skills
- A proactive and reliable team player
- Experience in dealing with various internal and external stakeholders on all levels
- Ability to perform and collaborate efficiently under deadlines and with multiple priorities
- Accurate working style and attention to details
- Strong negotiation skills
- Comfortable in working in a fast-moving environment with a high number of ongoing projects and changes
- Fluency in English; Any other European language is advantageous

WHAT WE OFFER | What advantages will you have?

- Competitive compensation package
- Attractive benefits as part of the banking collective agreement
- Wide range of additional advantages such as language courses contribution, health initiatives, employee travel insurance, preferential conditions for Advanzia products, etc.
- Training and development initiatives
- Dynamic and international environment
#TeamAdvanzia
- Participation in various Corporate Social Responsibility (CSR) projects as part of the bank's [Advanzia Plus](#) initiative

Where you will be working

Located in bright and modern offices in Munsbach at 15 minutes from Luxembourg City, Advanzia currently employs around 200 employees from all over the world. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

Looking for a new professional challenge in a fast-growing company?

Apply today and send your CV and motivational letter in English to jobs@advanzia.com

Click [here](#) to find out more about your career opportunities at Advanzia Bank.

