

ROLE PROFILE

Role Title:	Project Manager RSAL
Functional Area:	Operations
Reports to:	Chief Operating Officer
Employment Type:	Permanent
Role Level:	Level 4
Date:	February 2022
Location:	Spain

ABOUT US

RSA has a long history in Europe as a Specialty insurer, and we are a partner with a strong reputation for protecting our customers and helping brokers build their business. Our approach combines rich heritage, financial strength, customer focus, resilience and an exceptional team of dedicated experts with deep technical know-how.

RSA Luxembourg S.A. is a subsidiary company of RSA, one of the world's leading international general insurers with over 300 years' experience in providing peace of mind to individuals and protecting small businesses and large corporations from uncertainty.

We have regulated insurance branches in Belgium, France, the Netherlands, Spain and Germany. With our team of 250 employees, we provide in-country services in technical underwriting, claims and risk management.

***RSA is committed to creating a diverse environment and proud to be an equal opportunity employer.*

MISSION

This role has primary responsibility for managing the projects on a day to day basis, establishing the project structure, roles and teams, developing and maintaining plans; identifying and managing risks; making sure the project is running on time and to budget and that it is delivering the expected outcomes and benefits. The PM will have a strong focus on improving the efficiency of the business processes

MAIN RESPONSIBILITIES

- Manage projects from conception to production, ensuring delivery is in accordance with budget, timeline and quality.
- Develop and manage a detailed project plan: define and establish the project structure, roles and teams to ensure efficient and effective project delivery.
- Measure project performance and progress using appropriate tools and techniques.
- Manage project risks, issues, dependencies, and benefits to enable the achievement of project objectives.
- Build and maintain relationships with internal and external stakeholders to enable the achievement of project objectives.
- Communicate and report the status to executives and all other stakeholders.
- Manage the project budget, working closely with the finance team to oversee and report project financials.
- Ensure all projects comply with RSA methodology and governance.
- Measure the project performance and identify areas of improvement. Drive process improvement initiatives within the project management domain capturing lessons learned throughout and during the closing of a project.
- Motivate and coach the project staff and teams to deliver agreed project and personal objectives.
- Hands on delivery/activity when needed.

REQUIREMENTS & SKILLS

Requirements:

- Bachelor's degree. PM qualification (be it PRINCE2, Agile, etc).
- Competent level of Excel & Ms project/Visio.
- Between 2-5 years' experience working on related roles such as project scheduling, administration or management.
- Fluent in English and Spanish.
- Availability to travel.

Skills:

- Excellent analytical and troubleshooting skills.
- Ability to coordinate projects and lead multiple teams.
- Exceptional written and verbal communication skills.
- Report and procedure writing skills.
- Process mapping and root cause problem solving.
- Ability to identify cost-saving measures and improvement strategies.

HOW TO APPLY?

If you are interested in applying to this job position, please send us your CV to: martagarcia.fernandez@eu.rsagroup.com

In compliance with the provisions of the General Data Protection Regulation ("GDPR") we inform you that the personal data collected in relation to the job offer of your interest will be incorporated into a file owned by RSA Luxembourg, S.A. in order to manage your application. You can exercise your rights of access, rectification, cancellation, and opposition by sending a letter to Edif. Torre Europa, Pº de la Castellana, 95 – Planta 19 – 28046 Madrid (SPAIN) attaching a photocopy of your ID or equivalent official document proving your identity.