



JUNIOR PROJECT MANAGER (TEMPORARY CONTRACT FOR 1 YEAR)

Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

We are currently looking for a **Junior Project Manager** to join our head-office located in Luxembourg.

The Junior Project Manager has the responsibility for the successful initiation, planning, execution, monitoring, controlling and closure of a project.

The Junior Project Manager oversees the project to ensure the desired result is achieved, the most efficient resources are used and the different interests involved are met.

The Junior Project Manager is part of the Business Services and Organization Department.

Key responsibilities

- Supports the on-going management of the Bank's project portfolio.
- Creates and maintains comprehensive project documentation.
- Develops project plans in consultation with stakeholders.
- Works closely with business units to define project requirements.
- Cultivates efficient work relationships with stakeholders in order to ensure successful project implementation.
- Ensures smooth interaction with departments and entities to support successful implementation of projects within defined timeline.
- Reports on project status and communicates updates.
- Coordinates and organises meeting with stakeholders.

Requirements

- Solid organisational skills including attention to detail and multi-tasking skills.
- Team spirit and initiative skills.
- Proactivity and dynamism.
- Excellent written and verbal communication skills.
- Ability to work on tight deadlines.
- Competency in Microsoft applications including Word, PowerPoint, Excel and Outlook.
- Ability to work effectively both independently and as part of a team.
- A certification in project management methodology (e.g. PRINCE2, ITIL, AGILE,..) is considered as an asset.

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.