

Project Manager

Location: Leopardstown, Dublin 18

Job Purpose

Ayvens Insurance currently has a vacancy for a Project Manager in the Integration & Transformation team. Reporting to the Integration Leader and working with multi-functional business & IT teams the PM will have full project lifecycle delivery responsibility for one or more integration and transformation projects. This role reports to the Integration Leader.

Responsibilities will include but are not limited to:

- Lead delivery of one or more projects in parallel from scope & benefit definition to closure and benefit realisation, ensuring successful implementation to schedule and achievement of project goals.
- Develop & agree with stakeholders detailed project plans, including tasks, timelines, milestones, and resource allocation.
- Monitor, manage & report on project progress, risks, issues, dependencies, assumptions, and changes, proactively addressing or escalating any obstacles that may arise.
- Build and maintain strong relationships with internal stakeholders, including senior management, business leads & subject matter experts, fostering effective collaboration and communication.
- Coordinate internal and external project team members & contributors to ensure that projects adhere to scope & schedule.
- Deliver high-quality project reports, management information & communication materials as required, for all levels of the organisation including senior management, executive & board levels.
- Embed the structured project management framework, process, and tooling; flex & align the approach to work practically for all projects.
- Conduct efficient and effective reoccurring & ad hoc project meetings and ceremonies as appropriate to specific project method & needs.

Knowledge & Skills

- Highly organised and structured approach to working
- Preference for attention to detail in project management tasks and materials
- Excellent written & verbal project reporting skills for all project stakeholder levels
- Advanced MS PowerPoint & Excel skills
- Delivery & deadline focused; ability to work effectively with autonomy
- Critical thinking and problem-solving skills;
- Excellent communication, collaboration, interpersonal & stakeholder engagement skills

Education & experience

- Third level qualification
- Project Management certification in PMP or equivalent
- 4-8 years of experience in full lifecycle project management, preferably within insurance or financial services.
- Experience of both agile & waterfall methodologies is advantageous
- Experience with ICT or data management projects is an advantage
- Experience using Jira for tracking & reporting is an advantage

AYVENS Insurance is an equal opportunities employer.