

Resource Manager Trainee

Department
UITS
Group Support

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Our jobs involve developing, maintaining and integrating state of the art, mission critical solutions for Enterprise Content Management Systems in an international context for a leading European Insurance Group.

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.

Job brief

- Supporting the Resource Manager in planning resources based on technical skills and availability;
- Supporting the Resource Manager in ensuring the development and execution of resource planning across all locations and teams within UNIQA IT Services (UITS);
- Supporting the Resource Manager in mapping resource requirements with available skills and resources in order to develop a resource planning for every release.

Main responsibilities

- Assist the Resource Manager in the annual resource planning of UITS according to the budget planning;
- Support the Resource Manager in all resource reporting and forecasting activities for every release;
- Assist the Resource Manager in building and keeping a current overview on the resource utilization and availability for every release;
- Adapt the planning of resources according to their availability in collaboration with the Client Managers, UITS Group Leaders, Project Managers and Transition Service Managers;
- Report the current situation of available resources.



Required skills

- Relevant experience or knowledge in Resource Management, Project Management or Release Management;
- Analytical and data modelling skills, required in order to develop and maintain effective resource, skill and capacity models across all UITS functions;
- Good command of spoken and written German (B2 level or above);
- Good command of spoken and written English;
- Ability to multitask and to prioritize;
- Ability to manage confidential information professionally;
- Knowledge of resource planning tools – an advantage.

Compensation & benefits

- Very stable work environment, as part of large Banking and Insurance Multinational Group;
- Flexible work program, respecting your own private time;
- Attractive remuneration package;
- Lunch tickets;
- Extra vacation days;
- Exchange of experience and training with international professionals, as a premise for personal development;
- Career development opportunities;
- German language courses;
- Team building events held both in Romania and Austria;
- Great workplace, central office location in a green and quiet area, great city view etc.