

Join our team as IT Project Coordinator

Valuable team member, a person who can look at both the big picture and the small details, the IT Project Coordinator will play an essential role in the oversight and development of successful IT and business projects in the company.

Key Responsibilities:

He/she will be involved in overseeing the projects right from the time of introduction to the termination and his/her job duties and responsibilities will include:

- Developing and maintaining a collaborative relationship with the IT Team members and regional IT teams;
- Creating and aligning long and short-term goals, including setting targets for milestones, adhering to deadlines;
- Anticipating the issues and potential risks that are likely to occur in the progress of every project he / she is managing or overseeing;
- Playing a major part in fulfilling the scope and goals of every project;
- Being proficient in taking apt and effective decisions when presented with multiple options for the progress of each project;
- Serving as a point of contact to ensure unity and wholeness in the teams, when multiple units are assigned to the same project;
- Partnering with Executives to keep the on-going project(s) aligned with the business goals and priorities;
- Monitoring the progress of each project and performing quality control throughout its development to maintain the expected standards or to adjust schedules and targets as needed;
- Having the expertise to understand the abilities of his / her colleagues and be able to provide appropriate suggestions to enhance their work strategies;

Skills and Requirements:

The IT Project Manager, we are looking for, requires both hard and soft skills to excel in the position, at least:

Hard Skills

- Minimum 3 years' experience in Project Management;
- Proficiency with Microsoft Office, including Excel and Word. An eye for detail is important for a wide variety of tasks;
- Proficiency in English;
- Knowledge of various project management methodologies (e.g., Agile/Scrum) – Project management certifications are appreciated;
- Great understanding of the Project Management framework;
- Cost and risk management skills.

Soft Skills

- Strong communication skills, to be able to convey messages to clients, partners, regional stakeholders and team members;
- Proven Leadership skills and ability to make good and fast decisions in a fast-paced environment;
- Passion to work with people, a collaborative mindset and strong emotional intelligence;
- Excellent problem-solving skills and strategic mindset;

- Ability to successfully manage multiple projects simultaneously;
- Excellent interpersonal and negotiation skills.
- Highly resourceful and always maintaining professionalism and confidentiality;
- Excellent analytical skills;

What we offer:

- Friendly environment with multiple career development opportunities;
- Inclusive and multicultural team where you can create impact with your innovative ideas and creative personality;
- Various learning & development programs, adapted to your needs and goals;
- Work-life balance programs and a special care for your physical and mental health;
- Benefits (flexible hours, meal tickets, private medical subscription, insurance policy, Bookster, additional holiday based on your seniority);
- Attractive salary and yearly additional compensation, according to your performance and support for the team;
- Hybrid way of working and good location – close to the subway.

Send us your CV at RO-hr@metropolitanlife.ro. By sending your CV to this address you agree that Metropolitan Life will process your personal data for the recruitment process for this role.

At Metropolitan Life, part of MetLife, Inc, one of the largest life insurance companies in the world, we're leading the global transformation of an industry we've long defined. United in purpose, diverse in perspective, we're dedicated to making a difference in the lives of our customers.

Metropolitan Life is an equal opportunity, affirmative action employer committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce. It is Metropolitan's Life policy to ensure equal employment opportunity without discrimination or harassment based on race, colour, religion, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity or expression, age, disability, national origin, marital or domestic/civil partnership status, genetic information, citizenship status, uniformed service member or veteran status, or any other characteristic protected by law.

