



VIG Re, the reinsurance company of Vienna Insurance Group, is a young and dynamic company with international operations mainly in Central and Eastern Europe. We are looking for a new team member who will accompany us to the next step in our strategic growth.

We work hard, but we also like to have fun. Our company culture is quite exceptional for the Czech insurance market; please check out our website www.vig-re.com for more information about us.

Business Processes and IT Solutions Assistant

Your main responsibility will be the support of IT project management. Beside this you will be also engaged in the drawing of process maps, assessment of business requirements, preparation of business specification and user manuals for internal applications.

Your Tasks

- Project management support, which includes project documentation and monitoring of the execution of the tasks assigned
- Support of business process mapping, which included definition of roles, responsibilities, documentation of the workflow and involved IT systems
- Analysis and documentation of user requirements
- Testing, implementation of IT applications
- Preparation and maintenance of user manuals
- User training and support

Our Expectation

- Strong analytical and problem solving skills
- Excellent communication skills,
- Fluent in spoken and written Czech and English
- Ability to work independently
- Basic knowledge of SQL language, any programming language or modelling tools is an advantage
- Experience in field of insurance/reinsurance is an advantage

We Offer

- Opportunity for professional development in one of the leading insurance groups in Central and Eastern Europe
- The opportunity to contribute essentially to overall company direction and development
- Attractive, performance oriented remuneration package
- An extensive package of benefits
- Flexible working hours
- Work in an international team
- Workplace in the heart of Prague
- Position is suitable for a graduate with up to 3 years of professional experience or a student in the last year of studies

Contact:

VIG RE zajišťovna, a.s.
career@vig-re.com

Send us your curriculum vitae and motivation letter in English.
We look forward to meeting you!