

Project Manager – Business Analyst TA

Lux-Advisory is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for a **Project Manager - Business Analyst Multifonds TA**.

Responsibilities

The candidate will have the following responsibilities:

- Analysis of TA related requests received from internal or external stakeholders
- Management of capacity planning
- Writing of requirements for maintenance & projects
- Constant interaction with IT
- Preparation and execution of testing including non-regression testing
- Data cleansing
- Preparation and execution of scripts / loaders
- Project follow up until BAU delivery, organisation of operational readiness, training pack and user training
- Management of business projects (i.e. with no impact on IT) of the TA department in agile mode (quick delivery)
- Organisation of periodic communication with operations / other stakeholders to inform about ongoing projects
- Communication with stakeholders throughout the whole project phase

Skills

- Good TA knowledge
- Multifonds TA experience is mandatory
- Be able to handle several subjects simultaneously
- Communication and interpersonal skills
- Analytical and organisational skills
- Accuracy and attention to details
- Flexibility and adaptability
- Good Stress management
- Negotiating skills
- Excellent written and oral French and English skills are essential, any other language is an advantage

Contact

- Please send your CV and cover letter to hr@lux-advisory.com