

Project Management Officer – French Speaker

About us

As the founding entity of RAINBOW PARTNERS, Quanteam is a consulting firm specializing in the fields of Banking, Finance, and Financial Services.

Guided by our core values of closeness, teamwork, diversity, and excellence, our team of 1030 expert consultants, representing 35 different nationalities, collaborates across 12 international offices: Paris, Lyon, New York, Montreal, Madrid, London, Brussels, Geneva, Lisbon, Porto, Singapore and Casablanca.

Committed to sustainability (Ecovadis Gold), diversity (gender index: 92%), and quality of work life (Best Workplace Experience), Quanteam is a forward-thinking enterprise.

With a dual expertise in both business and IT, Quanteam supports its corporate clients (investment banks, asset management companies, private and retail banks, custodians, etc.) across the entire Front-to-Back spectrum in evolving their business activities and transformation projects.

Main job responsibilities

- △ Assist project managers in the preparation of Investment Committees and in particular the consumption monitoring, alert in the event of an anomaly.
- △ Manage the Tribe's Capacity Plan by checking the load plans entered in the Clarity tool and correcting any inconsistencies with the Chapter Leaders if necessary.
- △ Budgetary monitoring of the progress of consumption of expenses.
- △ Track and control fixed priced services as well as hardware and software costs.
- △ Monitor and produce reports around permanent costs (CPERM) and project monitoring (MEVOL, PRJ).
- △ Production of reporting on budget consumption, delivery and reporting on projects (status report, progress point).
- △ Check the correct updating of project items in Clarity (timesheets) to guarantee the quality of the project monitoring indicators produced.
- △ Monitor the Tribe's budget on all its costs and provide monitoring of its progress for the various monitoring stakeholders.
- △ Lead the financial processes associated with the Group Major Program Committee, prepare, and carry out the various works leading the production of business cases.
- △ Hybrid regime in the Porto office.

What are we looking for?

- △ French language (C1 level mandatory)
- △ Minimum 5 years' experience as PMO.
- △ Risk identification and follow-up.
- △ Coordination and motivation skills.
- △ Systematic, logical, and critical thinking.
- △ Synthesis capabilities.
- △ Be committed, demanding and change manager.
- △ Strive continuously for customer satisfaction.
- △ Aim to deliver very high-quality results.
- △ Respect the procedures, methodologies, and directives.
- △ Good capability of managing stress and conflicts.
- △ Active Listener with questioning ability.
- △ Ability to plan work ahead and to prioritize workload.

Are you interested?

Please send your CV to recruitment@quanteam.pt