

# TRUSTMOORE

Do you know the latest IT trends on the market? Are you able to assess the potential relevance to a specific business and do you know what works for companies which are scaling up? Can you communicate effectively with IT suppliers and also with the end-users of the technology? Can you also quickly detect and convert user wishes into well managed projects and sustainable IT solutions?

## Then you are the **IT PROJECT MANAGER**

we are looking for!

### **What you will do?**

The IT Project Manager manages IT projects to support our lines of business in order to contribute to the further growth of our company. He/ she will drive initiatives and run projects relating to digitalization of internal processes and client services, Customer Relationship Management, Accounting automation. Together with the business, he/she will lead ICT initiatives throughout the whole project lifecycle from project design to delivery. Under the direction of the Executive Board, he/she will keep an overview of the ongoing initiatives, their progress and ongoing impact. He/she will help in documenting both business requirements, will design comprehensive solutions for these initiatives and will lead their implementation. He/she makes sure end-to-end IT projects are delivered on-time, on-budget and on-quality. He/she is part of the global IT team (5 FTE) and reports to the Executive Board.

Other responsibilities are:

- Manage a wide range of IT related projects and take direct ownership for an on-going support of the relevant lines of business and support
- Define/Improve current IT processes and advise the Executive Board on the priorities and resource requirements for further implementation
- Liaise with business to understand their objectives and develop a strong working relationship for optimization of application capabilities & business processes
- Proactively search for new technical opportunities to improve operational results and optimize IT landscape
- Translate business requirements into technical requirements and convey with appropriate level of detail to the development team
- Provide quality documentation support for business/functional requirements gathering; process analysis; gap analysis; design of new functionality; and product testing for all IT efforts
- Work with business stakeholders to review and document the "as is" state and collaborate with the team to develop solution options and document the "to be" state documentation through Customer Journeys
- Lead the design process to ensure it supports business requirements and an optimized user experience
- Lead user acceptance testing processes to ensure quality in application releases and user experience
- Understand security, risk management, and IT process principles and escalate to appropriate team(s) as needed
- Communicate appropriate and timely status updates to the business owners and sponsors

### **Where will you be working?**

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game. Trustmoore is a boutique-style corporate service provider with four lines of business Fund Services, Structured Finance & Capital Markets, Multi Family Office Services and Corporate Expansion Services. We pride ourselves of working with well-known law offices, notaries, tax advisors and banks. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will be working in one of the most beautiful areas of Amsterdam. Our office is easily accessible by both private and public transport. You will receive a competitive salary, holiday allowance, 25 vacation days and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Regular BBQ, social and sport events with your colleagues;

- Our annual ski trip;
- Interaction with more than 60 international colleagues in Amsterdam and more than 190 colleagues worldwide;

### **How do you fit in the team?**

As an IT Project Manager, you need to manage IT projects and oversee the whole change management process. In this position, you need to take the lead and quickly turn new challenge into opportunities. Demonstrated project management skills and project management software skills are required since you will actively plan, organize, and managing resources. You can relate to the organization's goals and objectives and show high levels of drive and commitment to high quality & on-time delivery.

Other relevant qualifications for this profile:

- HBO/WO degree in computer science, business information systems or business administration
- At least 5 years of experience in a similar position within a dynamic organization
- Excellent in project management with knowledge and experience in one or several methodologies like Agile, Waterfall, Prince 2, Scrum...
- Demonstrable knowledge or experience with Apple technology (macOS and iOS)
- Knowledge or experience with software relating to time registration, invoicing & client digital portals
- Well structured, reliable and dedicated; ability to handle dependencies and issues for several assignments
- Strategic, analytical way of working and outstanding in managing deadlines
- Well-organized and efficient in improving work processes
- Able to exercise independent judgment and take action on it
- Strong customer service orientation
- Experience working in a team-oriented, collaborative environment and ability to adapt to different audiences in a global and diverse team
- Fluent in English and Dutch with excellent verbal and non-verbal social communication and presentation skills

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore, please contact Pauline Wolf (email: [pauline.wolf@trustmoore.com](mailto:pauline.wolf@trustmoore.com)).

### **About us**

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We're in it for the long run, that creates value for us and for you.

This results in a very personal and informal company culture with a healthy work-life balance.

We are proud of that and we call it being professional in a non-corporate way.

Do you want to learn more about us?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.