



Groupama
ΑΣΦΑΛΙΣΤΙΚΗ

Job Title: Project Manager

Our Company

Groupama is one of the key players in the Greek insurance market and operates as a multi-line insurer, meeting the needs of more than 275,000 customers across Greece. The company's long history reflects its clients' recognition of its reliability, expertise, and high-quality services. Groupama continues to strengthen its position through professionalism and a strong sense of responsibility, not only toward its customers but also toward its employees. For this reason, the company is certified as a Top Employer in Greece and has been distinguished for three consecutive years as one of the Best Workplaces in the country.

About The Role

We are looking for a Project Manager to join our Project Management Office (PMO). In this role, you will support the delivery and governance of strategic business and technology projects, ensuring that initiatives are executed efficiently, monitored accurately, and reported clearly to stakeholders.

You will also coordinate resources, manage timelines and risks, and maintain structured project documentation and reports, actively supporting Groupama's ongoing digital and organizational transformation.

Major Accountabilities

- Plan, execute, and monitor assigned projects, ensuring delivery on time, within scope, and within budget.
- Support the PMO in applying governance standards and maintaining consistent project documentation and reporting.
- Prepare project dashboards, progress updates, and summaries for Steering Committees and management.
- Coordinate internal teams and external vendors, ensuring alignment of objectives and deliverables.
- Contribute to feasibility studies, budgeting, and resource planning.
- Track project risks, issues, and dependencies, and support mitigation planning.
- Coordinate testing, implementation, and project closure activities, ensuring that results are validated and lessons learned are documented for continuous improvement.
- Apply structured project management practices and ensure adherence to the organization's PMO standards and procedures throughout the project lifecycle.
- Promote a culture of collaboration, transparency, and continuous improvement within the PMO.



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Knowledge, Skills and Experience

- Bachelor's degree in Business Administration, Information Systems, or a related field.
- 3–5 years of proven experience in project management.
- Experience in the insurance or financial services sector is highly desirable.
- Project Management certification (PMP, PRINCE2, or equivalent) will be considered an advantage.
- Strong understanding of project management tools (e.g., MS Project, Jira, Power BI, or similar).
- Excellent communication and interpersonal skills with the ability to manage cross-functional teams.
- Fluent in Greek and English, both written and verbal.
- Strong analytical and problem-solving skills, with attention to detail and quality.
- Ability to handle multiple projects simultaneously and adapt in a dynamic environment.

What we offer

The opportunity to join a reputable and long-established insurance company, proudly recognized as a Top Employer in Greece. We provide a competitive salary and benefits package, a collaborative work environment and real opportunities for professional growth and career advancement.

If you are a motivated and ambitious professional looking to make an impact, we would love to hear from you!