



Can you provide crucial support to our business change and continuous improvement programmes?

Project Coordinator x 2

London [remote /office hybrid] – permanent

We are Compre, a **leading legacy specialist with over 30 years of experience in the acquisition and management of discontinued and legacy non-life insurance and reinsurance business**. We are growing rapidly and for the first time are now on the lookout for two new Project Coordinators to support our project managers in facilitating new deal implementations and business improvement projects.

In this busy role, you will be responsible for;

- Assisting project managers across a variety of projects from Business Transformational to New Deal Implementations
- Owning smaller, business change projects under guidance of senior project managers
- Liaising with Stakeholders, acting as a point of contact for the project team, arrange and coordinate project team meetings, document project status and maintain RAID logs
- Assisting with the preparation and submission of regular reporting
- Contributing to the production and maintenance of relevant Project Management documentation
- Supporting with stakeholder communications i.e “plan on a page”
- Participating in business analysis and testing as required
- Establishing positive relationships with internal stakeholders, developing an understanding of their business functions and their relationship to the group as a whole
- Working collaboratively with other members of the Operations team to develop an understanding of group IT, Communications, MI and Continuous Improvement

To be considered, we are looking for talented individuals who;

- Have a minimum of 2 years’ experience working in a financial services environment, preferably insurance
- Demonstrate previous experience of providing an administrative service to business change projects or operational teams
- Are familiar with the project life cycle and associated tools
- Ideally have either Prince 2 or APM qualification
- Have recent experience of working with, and for, a diverse range of stakeholders at all levels of an organisation
- Can demonstrate advanced PowerPoint skills, and being proficient in Word and Excel
- Are able to multi-task, work on several projects at a time and work independently
- Can display strong communication skills, both written and verbal
- Can problem solve and demonstrate critical thinking faculties
- Who is able to fit in with our culture and values. We are collaborative, progressive, authentic, empowered and value each other.



We are a company that also believes strongly in the wellbeing and development of our people. We offer a competitive salary and a variety of benefits. Main benefits include a subsidised gym membership and excellent learning opportunities.

To apply, please email your application to Nick.Smith@Compre-group.com

The deadline for applications is 11:59pm on Wednesday 1 September.

Shortlisted candidates will be invited to an interview.