

Junior Project Manager

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Atradius

The Atradius Group provides trade credit insurance, surety and collections services worldwide, and has a presence through 160 offices in 52 countries. The products offered by Atradius protect companies around the world against the default risks associated with selling goods and services on credit.

At Atradius, we believe in personal development and the Growth Mindset. Our Culture is based on teamwork, reliable accountability, constantly improving and unrivalled service.

Read on more on our Career site: <https://careers.atradius.com/en/careers>.

Department Description

The ITS organization supports Atradius' transformation journey in partnership with the whole Atradius organization, steering business change through innovation and new developments in information technologies and process improvement. The Business Work Program's project management team has a client and business-oriented mindset, deeply understanding the challenges to overcome to successfully deliver value to the organization. The team works closely with demand and portfolio management, and with the project teams (developers, product owners, business analysts, architects, etc.) to achieve the desired benefits realization through the project implementation.

Job Description

As a Junior Project Manager at Atradius, you will support the successful delivery of projects by helping to coordinate project activities, track progress, prepare project documentation and follow up on agreed actions. Working closely with Senior Project Managers, business stakeholders and delivery teams, you will contribute to ensuring that project deliverables are completed within agreed scope, timelines and quality expectations. This role is designed for someone with 1 to 3 years of experience who is ready to further develop project management skills in an international business and IT environment.

In this position your key responsibilities will be:

- Support the planning, coordination and execution of project activities under the guidance of Senior Project Managers.
- Maintain project documentation, including project plans, action logs, risk and issue registers, meeting minutes and status reports.
- Monitor progress against agreed milestones and help identify delays, dependencies or potential risks requiring follow-up or escalation.
- Coordinate project meetings by preparing agendas, capturing key decisions and actions, and following up with stakeholders on next steps.
- Collect and consolidate input from project team members to support clear, accurate and timely project reporting.
- Collaborate with business and IT stakeholders to support alignment, communication and smooth project execution.
- Apply internal project management standards, processes and tools, contributing to consistency across the project lifecycle.
- Contribute proactively to problem solving, continuous improvement and the development of project management best practices within the team.

Top 5 main activities:

- Support project planning by updating project plans, timelines, milestones and action trackers.
- Follow up on project activities and agreed actions with team members to help ensure progress remains on track.
- Prepare and maintain project documentation, including meeting minutes, status updates, risk and issue logs, and reporting inputs.
- Coordinate project meetings by preparing agendas, capturing key decisions and ensuring next steps are clearly documented.
- Support communication and alignment between business, IT and project stakeholders through clear and timely updates.

Behavioural Traits:

- Eager to learn and develop project management capabilities.
- Proactive, curious and willing to take ownership of assigned tasks.
- Organized, structured and attentive to detail.
- Clear communicator with a collaborative mindset.
- Flexible and adaptable in a changing international environment.

The ideal candidate will have the following qualifications:

- Bachelor's degree in Engineering, Business Administration, Information Technology, or a related field.
- Proven experience (1-3 years) as a Project Manager or in a project support role, preferably in business transformation projects or ITS.
- Knowledge of project management methodologies (e.g. Agile, Scrum, Waterfall) and tools (e.g. Azure Boards, ServiceNow SPM, Microsoft Project).
- Proficiency in English and advanced level of Spanish recommended. Knowledge of additional languages is beneficial.
- Communication and collaboration skills with multidisciplinary teams.

Optional qualifications:

- Certification in Project Management.
- Experience in consultancy, financial services, banking or insurance.

What do we offer?

- A dynamic, international and challenging work environment
- Training and support to reach your full potential including the opportunity for continuous professional development
- Attractive terms and conditions, including competitive salary, pension package and a range of flexible benefits and rewards
- Challenging tasks with individual development and training opportunities

Equal opportunities for all

The success of our organisation stands with the quality of our people and the ideas they have. Insights and innovative solutions for our customers are the result of an interplay of cultures, knowledge and experience. That is why diversity is extremely important to Atradius. To ensure that all colleagues within Atradius can develop their qualities, we promote an inclusive culture in which everyone feels involved and valued. We encourage and welcome everyone to apply to our positions.

Do you have any questions about our offer?

Estrella RAMIREZ, Human Resources, is available by e-mail at estrella.ramirez@atradius.com.

I am Atradius! - Do you want to know who we are?

Get to know Atradius colleagues in this video:

<https://www.youtube.com/watch?v=NnsgT04OpTU&t=4s>

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You can find further information on our website: <https://group.atradius.com>