

Finance & Business Management Project Manager - Associate

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Company: JPMorgan Chase & Co.

Location: Buenos Aires

Category: arts-design-entertainment-sports-and-media

Job summary

As an associate, you will support the broad program, project & process agendas of the Corporate & Investment Banking Finance and Business Management Global Program Management group. Our group supports a mixture of projects related to Finance, Risk and Operational processes and Regulatory changes across multiple businesses and functions in the Corporate and Investment Bank.

And as a Project Manager you will lead and deliver projects that enhance functionality and reporting provided by existing corporate reporting platforms. In this role you will be responsible for end-to-end project delivery following the Project Life Cycle. You will partner with key business and technology partners to analyze business/operational processes, identify business and operational requirements, oversee technology build, manage user testing, and coordinate solution implementation. The Project Manager is accountable for providing senior management comprehensive project updates.

Job responsibilities:

Manage and execute portfolios of projects liaising with Corporate and Investment Bank line of business stakeholders, Corporate functions, Operations and Technology.

Manage communication of status updates to stakeholders and Senior Management through scorecards and tracking of milestones and critical path.

Coordinate working group meetings, Steering group meetings - setting the agenda, preparing meeting materials using PowerPoint / Pitch-pro, documenting minutes in a

timely manner and ensuring clear ownership of action items.

Build and maintain working relationships with stakeholders in the different businesses our team supports (., Markets, Securities Services, Banking) and functions (., Risk [Credit Risk, Legal entity Risk], Finance [Business Management, Product Control], Technology, Operations, Legal, and partner with stakeholders, providing guidance and analysis, helping identify and escalate issues/risks/dependencies and facilitating communication across the impacted teams.

Defining project plan for a project or a work stream of a large project and ensuring quality executing against the project plan / critical path.

Partner with technology to ensure the design and build requirements meet business needs. Coordinating, planning and overseeing the execution of testing across all lines of business, as required if a Technology impacted project.

Leveraging the automation / innovation tools (Alteryx, Tableau, Signavio to deliver project deliverables / execution as appropriate.

Required qualifications, capabilities, and skills:

More than 3 years of project management experience.

Attention to detail, ability to work independently, multitask, prioritize and be self-motivated.

Strong analytical, data management and problem solving skills. Ability to map and understand complex workflows and business processes. Good working knowledge of MS Excel and PowerPoint.

Strong written and verbal communication skills and ability to articulate complex issues concisely and communicate effectively and comfortably with senior people.

Strong interpersonal and relationship building skills.

Ability to execute tasks under compact deadlines and to effectively manage changes in plan in a changing work environment.

English and Spanish proficiency.

Preferred qualifications, capabilities, and skills:

Knowledge of Finance, Risk, Operations, Regulatory Reporting, Regulatory Financial Reform, along with knowledge of Corporate and Investment Bank businesses and the products they manage would be an advantage

Knowledge of a Project Management Methodology would be an advantage (PRINCE2, PMI PMP, Agile, Waterfall framework)

Finance background is a strong plus – must be able to interact and discuss project issues with legal entity control, financial control and product controller teams.

Financial Products Knowledge (FX, Derivatives, Fixed Income) also a strong plus.

If you join the company, you will be part of a diverse and inclusive team that supports each other and will empower you to do your best work.

Your wellbeing is very important to us. Below you'll find some examples of ongoing initiatives to promote it and a link to learn more about our benefits & culture:

Home office/ and work tools to ensure a great experience.

Generous vacation, exam and parental leave.

Support for parents, including Family Network that provides support to parents and caregivers, Lactation room on premise, and

for you and your family, including domestic partners.

which provides personal and confidential advisory on psychological, financial and legal matters.

Wellness programs – . Yoga, stretching and mindfulness classes delivered on premises.

Language classes, mentorship programs and customized trainings.

Platform for employee discounts in Buenos Aires.

Many others that will be presented to you if you join the team.

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