



## Process Management Officer

**Location:** Brussels

**Do you want to start an ambitious and challenging career?**

**Would you like to work in an exciting and fun environment?**

**Do you thrive in work environments that push you to be your best?**

Taleo Consulting is a management consulting group with offices in Luxembourg, France, Belgium, The Netherlands, Switzerland, Spain, Singapore, Portugal and Italy.

As a young and growing company, we now count over 450 employees across our 10 international offices! Our activities are primarily focused in finance, life science, retail, and energy.

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

We believe that we grow as our people grow. Motivated professionals make a difference, not just for themselves, but also for our customers.

We are currently looking for an experienced Process Management Officer to support one of our banking clients in their newly created Marketing & Communication department.

The goal of this mission is to establish and document a new process governance framework for the department, update pre-existing processes following the reorganization, and document newly created processes when necessary.

### **Required Skills & Experience:**

- Banking and/or Finance field experience
- Experience in Marketing & Communication (asset, not mandatory)
- +8 years' experience in Process Analysis
- Ability to define and analyze existing business models using process modeling techniques and methods
- Strong expertise in end-to-end process description (AS-IS and TO-BE)
- Skilled in reviewing, updating, and modeling processes
- Experience in developing process strategies
- Change Management & coaching expertise



- Excellent documentation & reporting skills
- Strong knowledge of MS Office (including SharePoint)
- Solid experience with process modeling tools (Visio, Aris, BPMN...)
- Proven ability to create detailed flow charts
- Trilingual: French, Dutch, English

### **How do we imagine our future Process Management Officer?**

- Autonomous, proactive, and analytical mindset
- Structured approach with the capacity to go the extra mile
- Detail-, client-, and result-oriented
- Problem-solver with a strong solution-driven attitude
- Excellent written and oral communication skills
- Knowledge-sharing mindset, supporting and coaching other Taleo consultants
- Ability to collaborate closely with Business Managers to understand and adapt to the client's environment

We hire great people and give them the playing field to become awesome!

Rather than a diploma or extensive experience, it's your state of mind that will allow you to reach your potential and meet the target with Taleo!

### **Why should you join us?**

You will be part of a talented and dynamic team! You will be able to benefit from career advancement and have the possibility to develop international and long-lasting work relationships.

If these words resonate with you and you identify with this description, send us your CV! We will be delighted to meet you.

