



Project Manager Officer

Location: **Brussels**

Are you ready to take your career to the next level?

Do you thrive in environments that challenge and inspire you?

Would you like to grow within a team that values both excellence and enjoyment at work?

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

We've grown into a team of **450+ talented professionals** across **10 offices worldwide**, partnering with leading organizations in **Financial, Life Sciences, Retail, and Energy** - Sectors, to drive transformation and deliver lasting impact.

At Taleo, you'll find more than just a job. You'll join a community of ambitious consultants who share a passion for growth, innovation, and teamwork. Together, we create an environment where you can develop your skills, take on new challenges, and truly make a difference.

What Will You Do?

At Taleo Consulting, we believe that **our growth starts with our people**. When our consultants thrive, so do our clients.

Motivated, curious, and passionate professionals make a real impact, not only on their own careers but also on the success of the organizations they support.

We're looking for individuals who **embody our values** and help us foster strong, trust-based relationships with both our **clients** and our **teams across the globe**.

Our success is built on the **talent, collaboration, and commitment** of our people and we're now looking for **Project Manager Officer** to join our journey.

Mission

The mission consists of **supporting the Operational & Permanent Control (OPC) team and senior management in the coordination, governance, and execution of strategic and transversal projects** within a banking environment.

The role focuses on **project coordination, operational follow-up, and management reporting**, ensuring that initiatives are delivered efficiently, within deadlines, and aligned with organizational objectives and operational risk management frameworks.



Beyond project support, the objective is to **strengthen governance, improve coordination across stakeholders, and contribute to the operational efficiency of the OPC function**, while supporting high management on transversal and ad hoc topics.

The goal is to enable the organization to **enhance operational control, improve project execution, and ensure effective follow-up of strategic initiatives** within a dynamic and regulated banking environment.

Key Responsibilities

Project Coordination and Governance

- Coordinate and manage **end-to-end project activities** within the OPC environment
- Develop and maintain:
 - **Project structures**
 - **Micro-planning and timelines**
 - **Result area tracking and reporting**
 - Ensure projects are delivered according to **defined objectives, scope, and deadlines**

Project Monitoring and Delivery

- Monitor and manage **project progress and implementation activities**
- Ensure achievement of **expected business and operational outcomes**
- Identify, escalate, and help resolve **project risks, issues, and dependencies**
- Maintain clear visibility on **project status and deliverables**

Support to Senior Management

- Provide operational and project-related support to **Branch senior management**
- Prepare management materials, updates, and reporting documentation
- Support management in **decision-making and governance follow-up**
- Handle and coordinate **ad hoc requests and operational issues**

Operational Risk and Control Environment

- Contribute to initiatives linked to the **Operational & Permanent Control framework**
- Support activities related to operational risks including:
 - Fraud
 - Third-party risk
 - Conduct risk
 - Compliance and regulatory risk
 - Collaborate with specialized control functions and transversal stakeholders

Stakeholder Collaboration and Communication

- Coordinate with internal stakeholders across the Branch and Functions department
- Ensure smooth communication and alignment between project contributors
- Support a collaborative, agile, and solution-oriented working environment



Required Expertise – Project Management Officer (Operational & Permanent Control)

- **Project coordination and governance** (Expert, current experience)
- **Operational follow-up and reporting** (Advanced, current experience)
- **Stakeholder coordination in banking environments** (Advanced, current experience)
- **Support to senior management and transversal teams** (Advanced, current experience)
- **Operational risk and control environments** (Preferred)

Required Knowledge & Experience

Experience

- **Minimum 5 years of experience in the banking industry**
- Experience in **project management and coordination roles**
- Knowledge of **Securities activities** is considered a plus

Technical Expertise

Mandatory

- Strong experience in **Project Management methodologies and coordination**
- Advanced proficiency in **MS Office tools**, especially:
 - Excel
 - Word
 - PowerPoint

Business Knowledge

Mandatory

- Strong understanding of **banking environments and operational governance**
- Ability to work within **regulated and deadline-driven environments**

Education

- **Master's degree in Economics or equivalent qualification**

Languages

- **English – Fluent**
- **Dutch or French – Good professional proficiency**

Soft Skills

- **Strong organizational and prioritization skills**
- **Result-oriented mindset with strong delivery focus**
- Professional attitude with commitment to **high-quality standards**
- Ability to work effectively under **tight deadlines and pressure**
- Strong **communication and stakeholder coordination skills**
- **Solution-driven and proactive mindset**
- **Strong team player attitude**
- **Ability to learn quickly and work independently**



Why should you join us?

By joining Taleo, you'll become part of a **talented, international, and dynamic team**.

You'll benefit from **real career growth opportunities**, continuous learning, and the chance to build **long-lasting relationships** across borders and industries.

If you recognize yourself in this description and are ready to grow with a company that values ambition, collaboration, and excellence, let's connect.

Share your CV and take the next step in your journey with Taleo

