



## Third Party Risk Management (all genders)



Vienna



experienced



full-time



all genders



immediate start



VIG IT Digital Solutions GmbH

## Your Tasks

Management of **contract administration** and procurement processes

Supporting business functions in the review and monitoring of third parties

Ensuring compliance with **IT procurement guidelines** and the accuracy of all transactions within the VIG Group

**Optimization of procurement services**, including sourcing strategies, category management, and supplier management with a focus on risk assessment

Reviewing and updating the **information register**, as well as preparing **reports** for management

Monitoring the implementation and effectiveness of operational measures and developing exit strategies

MORE ABOUT THE DEPARTMENT



## Your Benefits

## Your Profile

Completed studies in Computer Science, Cybersecurity, Business Administration, or Economics, ideally with a specialization in procurement, law, or a related field

**At least 3 years of professional experience** in IT, cybersecurity, software asset management, or IT contracting

**Knowledge of IT and cybersecurity standards** to ensure compliance

Proficiency in MS Office (Word, Excel, PowerPoint)

High standards of work quality and productivity, even under time constraints

Excellent **German and English** skills for contractual communication; knowledge of additional CEE languages is an advantage

The annual gross salary (full-time) for the position is at least € 55,000. Do you have extensive experience and expertise? If so, we're happy to offer a salary above this amount in recognition of your qualifications.

Vienna Insurance Group is the leading insurance group in Central and Eastern Europe (CEE). With around 30,000 employees in more than 50 insurance companies and pension funds in 30 countries, we work for around 33 million customers every day. We do this successfully, which is why VIG Group has an "A+" rating with a stable outlook. We are characterized by commitment, competence and service orientation on the one hand, and a diverse team with different talents and exciting areas of work in an inclusive environment on the other. We stand for diversity and respect, which is why we see it as enriching to employ people from different backgrounds, ages, genders, sexual orientations, religions and abilities. Become part of our diversity!

## Contact

I am looking forward to your application and I am at your disposal for questions.

Please note that we are not allowed to accept applications by e-mail due to data protection regulations. For this reason, use the link to our application portal.

[Apply now](#)



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