JOB DESCRIPTION: IT Operations Manager (50-80%) – Toa Re Europe

Form of employment: Permanent
Level of employment: 50-80%
Location: Zurich

This is a great opportunity to join a growing and dynamic European reinsurance organization. Toa Re Europe (TRE) is a fully-fledged boutique reinsurance operation located in Zurich with app. 25 employees. It is the single European entity of the leading Japanese reinsurer, Toa Re, and serves insurers and brokers of the European, Middle East and African markets.

At TRE, our value proposition combines Swiss efficiency with Japanese long-term commitment. Our ambition is to be a reliable, technical, and long-term partner to our clients. We also strive to be a fair and socially conscious employer.

The successful candidate will assume responsibility for IT Operations, define our IT & Data Strategy and ensure on a day-to-day basis that our employees can work with seamless, reliable and efficient IT.

Your responsibilities

- Develop the IT & Data Strategy in close collaboration with other internal functions and outsourced IT
- Oversee our outsourced IT function
  - Administer, review and optimize the outsourcing strategy, setup and contracts
  - Foster day-to-day relationship incl. hardware and access rights management
  - Coordinate between internal employees and outsourced IT
  - Manage and ensure compliance with internal policies and regulatory requirements
- Own the IT/Cyber risk
  - Identify, assess, control and report on IT/Cyber risk
  - Maintain list of IT systems and perform periodical Business Impact Analysis
  - Ensure adequate level of management of critical tools (e.g., minimum standards on maintenance, documentation) and best practice on IT-related topics
  - Coordinate IT/Cyber trainings for employees, incl. overseeing phishing campaigns
  - Manage the Cyber insurance policy
  - Coordinate IT audits, FINMA IT-related questionnaires, HO inspections
- Assume the responsibility of Data Protection Coordinator
- Assume the responsibility for Business Continuity Management
- Support the development of IT systems/tools
- Coordinate Group IT initiatives (if any)

Your qualifications

- 5-10 years' experience in IT operations and best practice IT setup, ideally with an insurance or reinsurance company
- Experience with databases and SQL, programming skills (e.g. R, Python, Alteryx) is a plus
- Knowledge about FINMA regulation is a plus
- Strong interpersonal skills and high level of self-organization
- Service mindset to provide the best IT experience to our employees
- Interest in working on a comprehensive range of topics
- Fluent in English

Our offer

Our dynamic team sits in newly constructed offices in the vibrant Seefeld area of Zurich. We offer a competitive benefits package, which includes six weeks of paid holiday per year. We encourage our employees to undertake learning opportunities and further studies to increase and develop their knowledge. We strive to maintain a close-knit, supportive environment with hybrid work model.

If interested, please send your CV to HR by e-mail: stephanie.graf@toare.ch & anna.delcore@toare.ch.

About Toa Re Europe

Toa Re Europe is a Swiss-licensed reinsurance company established in 2002. It is registered under the legal name The Toa 21st Century Reinsurance Company Ltd., a wholly-owned subsidiary of the leading Japanese reinsurer Toa Reinsurance Company Ltd. Toa Re Europe benefits from a parental guarantee for its reinsurance obligation. This guarantee is unconditional. Toa Re Europe offers non-life reinsurance capacity to insurers and brokers of the European, Middle-East and African markets.