**Role Profile**

# Market Management - Graduate Placement

**About Allianz**

## As the trusted insurance partner to over 500,000 customers across the island of Ireland, Allianz plc has built a local and global brand based on trust, integrity and outstanding customer service for over one hundred years.

Based in Elm Park, Dublin 4, Allianz in Ireland is currently recruiting for graduates in our Market Management function where you can gain hands on experience in working with a diverse group of colleagues in a multi-national environment.

Allianz in Ireland are part of the Allianz Group, which employs over 140,000 people in over 70 countries worldwide.

**Market Management at Allianz Ireland**

The vision of Allianz Ireland’s Market Management function is to transform how we perceive, design, deploy our products and service our customers to ensure we become the most trusted customer-centric insurer in our market.

We are currently recruiting for a graduate placement in our marketing team.

**Key Responsibilities**

The successful candidate will have an opportunity to learn from team members and will provide support in the following key areas;

**Steering and Governance**

* Developing and building relationships both within Allianz by correspondence, phone and attending meetings
* Co-ordinator and organiser of the Sustainability Forum in Allianz – ensuring we have appropriate governance over this key strategic area - set up meetings, take minutes/actions, circulate to attendees, co-ordinate actions/updates in advance of next meeting with action owners)
* Support any Market Management Sub groups requiring your input - attend meetings and support organiser in setting up ideation workshops, organise, support and lead (as needed) on certain initiatives within MM (e.g. for example Sustainability training programme)
* Be a representative for Market Management (along with Propositions or Marketing Communications as needed) at sustainability forums – regular updates to Market Management team meetings

**Marketing Administration**

* Supporting the marketing department with their budget management process incl. processing of purchase requisitions, communicating purchase orders to vendors via email and phone if necessary to manage queries. Follow up with vendors on invoice submission, gather information from multiple vendors and internal stakeholders to submit monthly accruals to the Finance team. Monitor purchase order approvals in the SAP system and nudge internal stakeholders as necessary to ensure approvals made in timely manner
* Manage contract administration for Marketing Management team, check all information correct, upload to database, monitor expiry date and advise budget holder in advance
* Liaising with media buying agency to develop monthly reports of competitor advertising spend; monitor competitor advertising campaigns and develop reports
* Manage the ordering and stock levels of Allianz branded merchandise
* Support monitoring and tracking of the Marketing Management planning process
* Look for efficiencies in our processes/use of paper from a Market Management perspective

**Key Requirements**

* A third level degree course (NFQ Level 7) or equivalent, ideally in marketing, or business
* Prior experience in a customer facing role desirable
* Ability to work in fast paced demanding environment
* Good PC skills and a good working knowledge of Microsoft Office, with exposure to Word, Outlook and Excel along with social media platforms
* Excellent writing (minute taking, emails, presentations) and verbal (phone and talking in meetings) skills
* Excellent planning and organization skills

**People Attributes**

The ideal candidate will demonstrate the following Allianz People Attributes at interview;

**Customer and Market Excellence**

* Demonstrates a genuine commitment to providing exceptional levels of Customer Service to potential and existing customers
* Maintains up to date knowledge of relevant regulatory requirements
* Achieves key performance metrics; quality, accuracy and productivity

**Collaborative Leadership**

* Respects and works well with colleagues across the Allianz business
* Commits to providing timely resolutions to customer queries, escalating them to the management team, or internal colleagues as appropriate
* Identifies opportunities for, and recommends improvements in processes to colleagues

**Entrepreneurship**

* Drives and influences positive change within the team, uses initiative and customer feedback to suggest and deliver process and practice improvements
* Takes ownership and responsibility of professional and personal goals
* Demonstrates sound judgement and the ability to evaluate information
* Works on own initiative

**Trust**

* Delivers against all agreed commitments to customers and colleagues
* Models and inspires high standards of personal integrity, sets high standards for others

**How to Apply:**

You must apply online via AHEAD’s WAMWorks Database before the closing date. [www.ahead.ie/wamworks](http://www.ahead.ie/wamworks).