



Location: Adliswil, ZH, CH

Records and Information Specialist

About Swiss Re

The Swiss Re Group is one of the world's leading providers of reinsurance, insurance and other forms of insurance-based risk transfer, working to make the world more resilient. It anticipates and manages risk – from natural catastrophes to climate change, from ageing populations to cybercrime. The aim of the Swiss Re Group is to enable society to thrive and progress, creating new opportunities and solutions for its clients. Headquartered in Zurich, Switzerland, where it was founded in 1863, the Swiss Re Group operates through a network of around 80 offices globally. It is organised into three Business Units, each with a distinct strategy and set of objectives contributing to the Group's overall mission.

About the Role

Envision those millions of documents a global reinsurer generates when signing new business, managing cashflow, evaluating risks and many more. How can we ensure all employees keep meaningful documents, store them securely and make them at the same time easily accessible whilst complying to all external and internal regulations?

As a Records and Information Management Specialist you will get the opportunity to understand a variety of business in our company – reinsurance, insurance, risk, finance, IT, HR, etc. You will consult internal clients from different business functions and regions on Records and Information Management processes with the goal to ensure Swiss Re is aligned with legal, regulatory and business requirements.

We are a global team of Records and Information Management experts and consultants, allocated to the IT department of Swiss Re. We design the Records Management Framework, consult the business, provide services related to Records and Information Management, and we handle operational activities globally.

If you are passionate about finding optimal solutions in the area of Records and Information Management, we wish to talk to you about joining our dynamic and customer-oriented team.

- You are willing to consult and support internal clients in understanding and applying Swiss Re's Records Management Framework and Lifecycle management topics?
- Do you want analyze in depth existing processes and solutions and are you willing to change and improve the experience of our customer?
- You do not shy back from evaluating alternative options aiming at continuous improvement?
- You are hardworking and feel empowered to drive new creative projects and initiatives for the success of the service and team
- You are excited to communicate and collaborate with international business communities and with various cultural and professional backgrounds?

Then you are a perfect fit to join this team.

About the Team

- We are a team of consultants and specialists, spread across multiple locations globally, driving the Information Lifecycle function at Swiss Re
- We support in all steps of handling physical and electronic records including disposal, holds and other meaningful lifecycle activities.

- We are the main contact for our internal clients, business partners and technical people in regards to information lifecycle processes and knowledge.
- We are working in an agile environment and living an open self-organized team culture.

About You

- You earned a University degree (or similar) in Information Science, Business Administration, Economics or similar
- Ideally you bring 3+ years of working experience in the area of Records and Information Management or in consulting
- Your excellent verbal and written interpersonal skills in English, additional languages brings you closer to our clients.
- you bring strong analytical and excellent presentation skills with you and you are able to adjust for different audiences
- With your solution-oriented mind-set and a service perfection you demonstrate to work independently and can handle multiple deadlines
- as a passionate team member, you have strong social "can do" attitude which benefits the agile team setup
- You are motivated to learn and develop yourself and the team and you are experienced to work in a multicultural and global environment
- It would be an outstanding plus if you bring experience in information & data governance as well as IT applications and processes with you.