

PMO Intern – Strategy & Transformation Team (Internship / Fixed-Term)

Location: Ayvens Insurance, Leopardstown, Dublin 18

Company Background

Ayvens Insurance is part of the Ayvens group, a leading provider in mobility services worldwide with 3.3 million vehicles under management. Euro Insurances DAC (trading as Ayvens Insurance) offers fleet insurance solutions to Ayvens operating entities worldwide.

The Ayvens brand was launched in 2023, following the merger of ALD and LeasePlan leasing groups to create a market leader in mobility. Ayvens Insurance incorporates legacy insurance books from the ALD and LeasePlan groups.

Ayvens Insurance is part of the Societe Generale Group.

Job Purpose

Ayvens Insurance currently has an opportunity for a PMO Intern to join the Strategy & Transformation team. This role is designed for students or recent graduates looking to gain practical, hands-on experience in project management and business transformation within a large international organisation.

Working alongside experienced Project Managers and PMO professionals, the intern will support the delivery of key strategic initiatives while developing core professional skills in project coordination, reporting, and stakeholder engagement.

Responsibilities

- Support the PMO team in coordinating project activities across multiple initiatives
- Assist in maintaining project plans, trackers, and key documentation
- Help prepare project status updates and presentations for stakeholders
- Track actions, risks, and issues and follow up with team members
- Support the organisation and scheduling of meetings and workshops
- Take clear meeting notes and track decisions and next steps
- Assist with basic data collection and analysis for reporting purposes
- Ensure project documentation is organised and up to date
- Provide general administrative support to the Strategy & Transformation team

Learning & Development Opportunities

- Gain hands-on experience in project management tools, processes, and methodologies
- Develop professional communication and stakeholder engagement skills
- Learn how large transformation programmes are delivered in practice
- Build experience with tools such as Microsoft Excel, PowerPoint, and Jira
- Work with experienced professionals across business and IT teams
- Gain exposure to the financial services and insurance industry

Competencies & Skills

- Highly organised with good attention to detail
- Positive attitude with a willingness to learn and take initiative
- Good written and verbal communication skills
- Ability to manage multiple tasks and meet deadlines
- Comfortable working as part of a team
- Basic proficiency in Microsoft Office (Excel, PowerPoint, Word)
- Interest in project management, business transformation, or consulting

Education & Experience

- Currently studying or recently completed a degree in Business, Finance, Management, Information Systems, or a related discipline
- No prior work experience required; internship, academic projects or extracurricular activities are an advantage
- Interest in pursuing a career in project management, consulting, or transformation roles

Ayvens Insurance is an equal opportunities employer.