

# READY FOR IT?

## PROJECT & PORTFOLIO MANAGER / CONSULTANT – AI PROCESS AUTOMATION (W/M/D)

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📍 Chur



With over 1,800 IT specialists in eight countries, we at Würth IT develop and promote new digital business models within the Würth Group. We digitize business processes and are pioneers in innovation. To achieve this, we continuously invest in training, modern systems, and infrastructure – and maybe soon in you. As **Project & Portfolio Manager / Consultant in AI Process Automation**, you will manage initiatives from idea to delivery, advise business and IT stakeholders, and create transparency across the portfolio. You will help turn AI and automation opportunities into measurable business value. For this position, we are looking for a skilled professional in **Chur, Switzerland**.

### YOUR RESPONSIBILITIES

- Manage and prioritize AI, automation, and process-transformation projects across the portfolio.
- Manage group allocation projects and budgets, coordinate efforts with all internal and external stakeholders.
- Own the international visibility and success of group-wide initiatives, driving collaboration, knowledge exchange, and innovation sharing across Würth Group companies
- Coordinate operational tasks, action lists, milestones, dependencies, owners, and follow-up activities.
- Prepare offers, estimates, statements of work, project proposals, and related commercial documentation.
- Monitor and control projects against scope, schedule, budget, resources, quality, and deliverables.
- Prepare status reports, dashboards, forecasts, and variance analyses; identify and escalate risks and deviations.
- Advise stakeholders, facilitate workshops, and support the prioritization and evaluation of automation opportunities.
- Ensure consistent governance, documentation, benefits tracking, and continuous improvement across initiatives.

### YOUR PROFILE

- Degree in Business Administration, Information Systems, Computer Science, or a related field.
- Initial experience in project or portfolio management, consulting, business transformation, or a comparable role.
- Practical experience in task management, offer preparation, project monitoring, and project controlling.
- Understanding of AI, process automation, process optimization, or digital transformation is highly desirable.
- Strong skills in planning, analysis, stakeholder management, and translating complex topics into clear decisions.
- Curious about new technology and a strong desire to learn are a prerequisite for this role.
- Experience with Agile methods and project-management or collaboration tools like Jira or SAP PPM.
- Excellent communication skills in English; German is an advantage.
- You're open to occasional business travel (around 20%) within the Würth Group, e.g. to connect with international stakeholders.
- Structured, reliable, and self-directed way of working with a pragmatic, delivery-oriented mindset.

### CERTIFICATIONS

- Project-management certification such as PMP, PRINCE2, IPMA, or equivalent is preferred.
- Agile certification or experience with Scrum and other Agile delivery methods is an advantage.
- Certifications or practical experience in Microsoft Power Platform, UiPath, or AI automation are a plus.

### WE OFFER YOU

We offer you a varied and responsible role in an international environment with a cooperative company culture. You will enjoy trust, freedom, and the opportunity to shape AI Process Automation across the Würth Group from our location in Chur, Switzerland. We support your professional development through training, certifications, flexible working conditions, and opportunities to grow. If fairness, team spirit, and personal growth matter to you, we look forward to receiving your application.

### CONTACT

Please send us your complete application documents via our application form.  
Mr Ogün Bozkurt will be happy to provide you with any further information.  
Please note that only direct applications can be considered for this position.

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[www.wuerth-it.ch/career](http://www.wuerth-it.ch/career) 