



Solutions & Funds SA / Our core expertise lies in the creation, management, and administration of Private Label funds. We provide tailor-made fund solutions under Swiss law to banks, wealth management firms, insurance companies, pension funds, and family offices. Together with our partners, we structure funds designed to offer robust and fully customized solutions that meet the specific needs of our clients. We maintain an open approach to investment areas and deliberately avoid standard, off-the-shelf products. As part of the creation of a new position, we are looking for a motivated and skilled professional to join us as:

IT Project Manager – Real Estate & Fund Systems – Morges – 100% Permanent, internal full-time position

What awaits you in this position?

- Serve as a key driver in the implementation, integration, and support of core IT systems, with a focus on real estate-related platforms.
- Contribute to the development and execution of strategic IT initiatives in asset and fund management.
- Collaborate closely with a compact, agile IT team (3.4 FTEs) to enhance operational efficiency and digital capabilities.
- Lead and manage real estate systems-related integration projects based on internal project standards
- Contribute to upcoming projects (e.g., Risk Monitoring System, Data Warehouse, Loan Management System)
- Configure asset management processes and accounting structures
- Perform data uploads and integrity checks
- Deliver end-user training across all system modules
- Coordinate with system provider to implement and test changes or new functionalities
- Analyze complex Net Asset Value (NAV) and reporting issues, ensuring timely resolution
- Support fund setup, fee structures, and investment guideline configuration
- Organize and lead internal user trainings
- Apply fund administration and data management knowledge across Private Debt and Real Estate Funds
- Manage requirements, stakeholder relationships, and test planning for future IT solutions
- Apply proven project management methodologies (preferably based on PMI standard)
- Drive cross-functional collaboration and ensure clear documentation and tracking
- Liaise effectively with software providers and business stakeholders

What do you bring to the table?

- A proactive mindset and strong technical expertise to support business growth and technological innovation
- Oversee onboarding of new property managers into the environment
- Education in Computer Science, Information Systems, or equivalent professional experience
- Solid experience in project management within an IT context (PMP, IPMA, or equivalent certification is a plus)
- Familiarity with Real Estate and/or Fund Administration processes
- Experience in data management, end-user support, and business process optimization
- Technically comfortable in Microsoft365 environment (SharePoint/OneDrive/Teams), with MacOS exposure
- Fluent in French, and proficient in English or German
- Strong analytical mindset and problem-solving attitude

- High mental flexibility to adapt to a dynamic project environment
- Excellent communication and stakeholder engagement skills
- Team player with a service-oriented mindset

Why join us ?

- Opportunity to lead key systems critical to our core business
- Flat hierarchies and direct collaboration with senior stakeholders
- A dynamic and evolving IT landscape with a focus on innovation
- Flexible workplace setup with offices in Morges and Zurich
- Work in a dynamic, fast-growing company alongside interdisciplinary teams
- Flexible working environment (including remote work options and part-time arrangements)
- Modern offices located near the train station at both sites (Morges et Zürich)

If you are interested in this opportunity, please send your complete application (CV, cover letter, and relevant certificates) to : recruitment@solutionsandfunds.com