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# Example of Analyst, PMO Job Description

Our innovative and growing company is looking to fill the role of analyst, PMO. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, PMO

* Preference for experience with internationally distributed delivery teams
* One to three years PMO or Project Management experience
* Partner with the Business Portfolio/ Project Manager(s)to effectively provide governance, consultative advice and support for respective Program stream
* Build up a repository of project templates both technical and management to support the Program Manager(s)
* Perform detailed financial variance analysis and reporting
* Recommend changes that will increase the effectiveness of day to day operations
* Ensure data quality and availability of information is optimised
* Support Project Managers with minute taking for SteerCo meetings on an ad hoc basis
* Able to manage self, multi task and manage the delivery of competing project priorities at the same time
* Develop the standards and the framework, including the detailed deliverables at each stage of the project lifecycle and its inter-relationship with all the existing methodologies

## Qualifications for analyst, PMO

* Working knowledge of Agile and usage of Agile tools Agile Central (formerly Rally)
* Experience with project controls and QA of Projects
* Good experience with creation of manuals, guides and training materials
* Experience with presenting to peers and management
* Formal Project Management Certification (PMP, PMI, PMBOK, ) nice to have
* Strong planning, communication and project management skills