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# Example of Manager, Project Management Office Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, project management office. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, project management office

* Own the delivery and operations functions across Europe, driving centre of excellence for solutions architecture and delivery, standardisation and best practice and functional development of the delivery teams
* Monitoring data integrity of these systems by conducting ongoing data validation tests
* Develop a comprehensive project plan for the specific workstream(s), incorporating key milestones and specific activities necessary for successful delivery
* Serve as key liaison between IMO leadership and workstream(s)/business leaders to report out on milestones, progress, risks, , utilizing standardized reporting formats or creating new scorecards as needed
* Develop executive level presentation materials for use in project updates
* Independently lead specific components of work within the specific workstream(s), as required
* Track and report on progress to plan to all stakeholders in real-time
* Proactively identify risks to execution and report out as appropriate
* Maintain scoping documents for specific workstream(s), updating as needed to reflect changes in project direction
* Identify KPIs for each workstream

## Qualifications for manager, project management office

* At least 3 years of experience in General IT Knowledge
* Knowledge of HRIS systems and process improvement techniques required
* A details matter mentality
* PMI membership, PMP certification a plus
* In-depth knowledge of industry/enterprise/distribution a plus
* High degree of commercial and/or business acumen