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# Example of Manager, Project Management Office Job Description

Our company is searching for experienced candidates for the position of manager, project management office. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, project management office

* Create/maintain program KPI’s that align with the needs of the WWCE VP and Head of Customer Care Programs
* Ensure all data about our Portfolios, Programs and Projects is accurately loaded into our PPM tool on a regular basis
* Balance and manage the nuances of a highly matrixed organization
* Own and drive team performance and communication of progress toward Department and individual objectives, including but not limited to conducting bi-weekly staff meetings, 1x1s and quarterly conversations
* Build and maintain relationships with functional department leads
* Support strategic commercial activities by providing expert input into customer engagements when necessary and by facilitating cross cluster deployment of Solution Architecture resources as required
* Ensure all “downstream” operations and delivery needs are met during hand over from the Hospital Solutions and Disease Management teams
* Support effective European Healthcare Solutions and Partnerships operating framework, driving key pace co-ordination and reporting activities
* Support technical identification and validation of new solution components considered for the European market to ensure streamlined deployment to regional solutions architects and delivery teams
* Act as project manager for key EU wide Healthcare Solutions and Partnership initiatives, such as pan European GPO projects

## Qualifications for manager, project management office

* Always take into account the end-to-end impact of any changes
* Present analysis findings to stakeholders for review and approval
* Experienced of Asset &/or Wealth Management Technology with a solid understanding of the end to end portfolio management process being a distinct advantage
* Proficiency in Microsoft Word, PowerPoint, Visio, Excel, and Project
* May be required to initiate / manage RFP’s (Request for Proposal) and participate in vendor selection
* A minimum of 7 -10 years of proven experience leading projects as a full time Project Manager