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# Example of Manager, Project Management Office Job Description

Our company is looking to fill the role 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

* Utilizes industry standard project management methodologies adopted by PMO
* Participate in the development of internal projects and regulatory deliverables
* Responsible for career development, performance management, and the performance review process for Program/Project Managers
* Act as information conduit between the Core Team and Sr
* Develop project plan documentation, including project plan, schedule and timelines, communications, to support work streams and partnership with corporate functions
* Deliver project excellence to our clients (agile, timely, simplified, and efficient)
* Identify project risks and barriers and execute plans to mitigate
* Prepare communications plans and collaborate with appropriate parties to draft communications for projects
* Drive change and transformation in Marine procurement, from scoping projects to implementing and driving solutions
* Enable change through passionate engagement with teams across the organisation

## Qualifications for manager, project management office

* Minimum of 6-8 years of relevant work experience, preferably within a project driven work environment
* Ensure meetings are planned and outcomes documented and tracked with clear owners and delivery dates
* Excellent analytical, project management, problem solving, time management, interpersonal, and written and oral communication skills
* Proficiency with Microsoft products – Excel, Word, PowerPoint, Visio, Project
* Financial Data vendors (Bloomberg)
* CFA candidates