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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. 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

* Assist the CRM Risk Officer with duties to facilitate and ensure the departments compliance with policies and standards across Corporate Risk Management
* Strong interpersonal, oral and written communication skills as position presents to and/or interfaces with various levels of management within Corporate Risk Management
* Ability to work on and manage multiple tasks simultaneously while demonstrating leadership capability
* Quickly adapt and take lead of other ad-hoc projects when necessary and continue to build and share knowledge and best practices
* Determine and assess need for additional staff and/or consultants and aid in the appropriate recruitment activity
* Provides leadership in the review of program/project requests
* Collaborate with IT leaders and business sponsors as needed to ensure project success
* Develop a high performing team driven by solid talent identification provide leadership to direct reports though ongoing mentoring, performance management, goal setting, training and problem solving
* Set the vision and strategy of the PMO team with a focus on delivery the process to facilitate it
* Creates a unified team that is able to support the change agenda across the COO management team

## Qualifications for manager, project management office

* Should have a proven expertise of handling cross-functional teams influencing stakeholders who do not report directly
* 12+ years of experience with large-scale projects and strategic initiatives
* Ability to engage with executive-level leadership in consultative interactions
* Planview/JIRA experience required
* 7+ years experience in program management, project management, and/or PMO
* Experience in creating/maintaining lifecycles in a matrixed organization