Downloaded from <https://www.velvetjobs.com/job-descriptions/pmo-manager>

# Example of PMO Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of PMO manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PMO manager

* Coordinate and lead all aspects of SOX Compliance efforts, globally
* Maintain the SOX Risk and Control Matrix
* Demonstrable expertise in Heading up PMO functions in Change Programmes in excess of 150m Euro
* Ensure that projects are proceeding according to timelines, meeting targets and expectations, and adhering to established operating parameters
* Ensure project resources are in place as necessary to achieve objectives and timelines
* Identify and evaluate lessons learned during project
* All strategic Projects in scope
* Manage projects to ensure successful delivery (on-time, within budget, meeting/exceeding agreed upon success criteria) by establishing clear goals and accountabilities
* Provides leadership and oversight to a team of project managers
* Provides input to resource plans, budget planning and tracking

## Qualifications for PMO manager

* Proven ability to take initiatives and drive changes
* Proven ability to implement performance indicators and track results
* Strong knowledge of project management tools and methodologies
* 2-5 years previous project management experience required
* Experience in managing multiple projects simultaneously preferred
* Experience in working with 3rd-party delivery model and structure a plus