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# Example of PMO Program Manager Job Description

Our company is hiring for a PMO program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for PMO program manager

* Recommends and implements process improvement projects for HEOR and other functional areas
* Develops capital long range plan in collaboration with Business Technology Consultant, Finance, and HEOR Professionals and executes against plan
* Build trust-based partnerships with teams (intra & inter) externally with customers & suppliers
* Ability to identify order of importance and urgency among individual projects, portfolios and operational tasks
* Researching and assisting in drafting a variety of communications
* Review, edit, and fine-tune executive-level presentations, with a focus on creating consistent and compelling products that more successfully inform and engage target audiences, including regulators
* Monitor and track MRGR Program of projects and support weekly Program updates to provide stakeholders with required information to successfully meet deadlines
* Formulating, organising and monitoring inter-connected projects in program
* Leading and evaluating project managers and other involved stakeholders in matrix
* Developing, scheduling and controlling deadlines, budgets and activities

## Qualifications for PMO program manager

* Experience with complex Material Handling Equipment and packaging lines or process design based on Lean Manufacturing or Toyota Manufacturing System
* Hands-on and engaged style
* Proficiency in Microsoft Project, Excel, and Visio
* Position is based in Seattle with 10%-15%% travel requirement
* Crises, fire-fighting experience essential
* Very strong in motivating, leading and structuring members of all kinds/levels (even our Managing level)