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# Example of PROJ Prog Mgmt Advisor Job Description

Our growing company is searching for experienced candidates for the position of PROJ prog mgmt advisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for PROJ prog mgmt advisor

* Act as the project contact for Virtustream-internal and customer stakeholders
* Participates in all Change Advisory Boards
* Administer multiple software request queues (vet requests, resolve inquiries and escalations, monitor license counts, approve/deny requests)
* Effective management, control, and accountability of hardware and software assets throughout all phases of the lifecycle
* Review internal use software contracts and license information to capture pertinent data required for asset monitoring
* Input contract and license details into the asset management tool
* Provide reporting and analysis
* Builds and maintains relationships with team members, vendors, and other departments
* Participate in the formulation of workflow processes, procedures, and policies
* Responsible for documenting, maintaining, operating, and continuously improving the Asset Management process

## Qualifications for PROJ prog mgmt advisor

* ITIL Foundations or Intermediate Certification is preferred
* 5-10 years’ experience in Sales, program management, talent management, and/or learning and development
* Coordinates the activities of the portfolio development team, typically comprised of service owners, business analysts and service delivery team to manage and further expand the End User Services portfolio and deliver quality results within established budgets and within approved schedules
* Organizes and promotes project management disciplines and associated delivery of results for key initiatives and business services
* Manages/oversees project management and deliverables for the program, project and/or portfolio
* Develops core project/program practices with a primary focus on driving business results through project management and the delivery of key service development projects