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# Example of Project Management Office Manager Job Description

Our innovative and growing company is looking for a project management office manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project management office manager

* Ability to understand Operational processes
* Support the IT PMO in its evolution and drive Project Management Service Delivery Excellence standards and techniques
* Instructs, supervises, mentors, and counsels junior and contractor staff to ensure that project support and documentation adheres to AAG's standards, tools, templates, and processes
* Works with customers to define tasks and to integrate business processes and technology into effective business solutions
* This is a challenging, global role that requires project management skills blend of technical data system skills and soft organizational influence skills
* Directly manages medium to large projects for the SCO PMO as they relate to the strategy of the Specialty Care Operations organization
* Initially, directly responsible for managing the project resource demand forecasting project, sponsored by the SCO PMO and encompassing the global Specialty Care Operations project portfolio
* Provide direction on the implementation and sustainment of WWCE’s PPM tool (PlanView)
* Point of contact for the PMO
* Help the Director of Program Services define and implement the strategy for the PMO and Portfolio Management

## Qualifications for project management office manager

* Experience with industry-standard project management methodologies and tools that incorporates Capability Maturity Model (CMMi) methods
* Project management, preferably in the construction industry including all elements of scope, time, cost, risk, quality, integration, procurement, human resources and communications (3 years)
* Functional knowledge in some area of retail store development – real estate, design, or construction management
* Ability to communicate clearly and concisely, both orally and in writingAbility to balance multiple priorities and meet deadlines
* Ability to lead projects to completion and sustainment
* Understanding of data and financial analysis