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# Example of Project Management Office Manager Job Description

Our company is hiring for a project management office manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for project management office manager

* Drive improvements through in-depth understanding of the organisation’s core processes, including process development, documentation and training
* Develop and implement the Project Management Office (PMO) capability such as documented processes, tools, templates and methodology of the team to include waterfall, agile and other standard methodologies
* Able to lead transformational/continuous improvement initiatives, , PMO project involving processes, tools
* A guardian of PMO/Program Management processes, tools, templates, forms, checklists
* Acts as the primary contact to manage the data relationship between JPMAM and various strategic vendors such as Morningstar, Factset, Lipper
* Ensure vendors meet contractual obligations by partnering with data licensing teams within AM Chief Data Office
* Proactively identify and manage process improvement and service level opportunities
* Develop project plan documentation, including project plan, schedule and timelines, communications, to support inbound data projects/programs in partnership with strategic vendors
* Participates in documenting, prioritizing, and managing of IT work requests
* Develops and manages test plans and cases

## Qualifications for project management office manager

* Assist the PM in designing and implementing a communications strategy for the change streams
* Background in people leadership and able to demonstrate excellent communication and relationship building/management skills
* Experienced in participating, but ideally, in managing moderate to large projects using structured project methods
* Intermediate to advanced Microsoft Word, Excel and PowerPoint skills, Microsoft Project or other project management software experience
* Good experience in managing IT projects on a global level
* An understanding of the retail industry is preferred