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# Example of Project Management Office Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of 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

* Implement Change Management strategies to ensure effective transition to new systems and processes
* Drive individual work-streams in a challenging environment independently while ensuring that deliverables are met under stretched timelines
* Manage and optimise the Marine Supplier Relationship Management (SRM) program, ensuring we have the correct framework and strategies in place for engaging with our key suppliers, and measure supplier performance
* Drive performance management of Marine objectives, spend, savings and Supply Chain performance through Digital dashboards and e-sourcing tools, in close collaboration with our Digital Procurement team
* Strategy and Team Leadership
* Oversee department wide Business Unit Testing and Monitoring for required controls, including managing the testing schedule, documenting of department specific BUTM procedures, creation of Issues where appropriate and conducting Root Cause Analysis with Issue Owners
* Provide ongoing support and guidance to business regarding all Issues and associated Action Plans
* Maintain and enhance the risk and control library for Corporate Risk Management [CRM] the department wide control self-assessment process
* Collaborate with the business to support the rollout, education, coordination, and training of required department wide initiatives
* Provide ongoing support and guidance to process owners and SMEs during all phases of the Control Design Review process to ensure efficient and effective risk and controls are implemented to mitigate inherent risks

## Qualifications for project management office manager

* Strong familiarity with industry recognized project management methodologies
* 7-8 years of experience within a financial institution
* First proven experience as business analyst or junior project manager
* Project minded with proven results driving business objectives, on time, within budget
* Ability to work in English proactively at all management levels
* Experience of having worked in whitespace launches / innovations and working with R&D /Marketing teams