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# Example of Project Management Office Job Description

Our company is hiring for a project management office. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for project management office

* Define, document and iterate on the key processes including roles, activities, artifacts, workflows and change processes
* Assess overall quality of project management deliverables of the Project Management Office staff, including Cost Management, Communications Management
* Run periodic IT project prioritization processes with IT leadership across Business Technology, Enterprise Solutions, Digital & Innovation and IT Infrastructure
* Provide oversight and guidance for project management staff by developing or modifying work plans, assigning and distributing work, providing work instruction, resolving problems encountered during day to day activities
* Maintain an efficiently sized, high-functioning project management team to service a diverse range of project types
* Establishes and manages the implementation of strategic growth plans to ensure the market share and profitability of products
* Requires a high degree of credibility with C-suite VCPs
* Accountable for delivering programs and projects, on time, within budget and achieving business value
* Establish and maintain organizational performance metrics
* Accountable for implementing and reporting on organizational performance metrics and driving organizational Process excellence improvement initiatives

## Qualifications for project management office

* Develop integrated project plan to achieve approved scope within set budget and schedule
* Working knowledge of project controls
* Process re-design skills including process mapping and cross functional facilitation
* Strong leadership skills to effectively build and supervise team
* Effective influence, persuasion and negation skills to present and gain agreement on recommendations
* Managing the project delivery PLC/SDLC methodology, framework and related tools and templates, supporting the Risk/Finance Delivery PMO by embedding a Knowledge Management framework (including managing PIR’s, health checks and stage gate reviews)