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# Example of Senior Manager, PMO Job Description

Our company is growing rapidly and is looking for a senior manager, PMO. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for senior manager, PMO

* Take the lead in ensuring that the project has effective processes in place to identify, monitor and resolve issues and risks
* Responsible for the delivery of medium to large scale business project/programs often representing cross-organizational initiatives
* Define the overall objectives and key deliverables for the program/project
* Work effectively with business partners, vendors, technology and project management office to develop the project agenda and ensure agreement/adoption of project objectives/deliverables by all affected stakeholders
* Identify project resource requirements and align with plan sponsors to ensure adequately skilled resources are available to deliver project commitments
* Analyze project performance (relative to timelines and dependencies) and implement corrective actions to keep project on track and within budget
* Lead the delivery of medium to large scope project initiatives that involve obtaining agreement/adoption of project objectives and deliverables by key sponsors
* Act as a role model for PM professionalism, critical thinking and setting productivity pace promoting a financial focus with emphasis on business value metrics
* Manage internal external resources
* Lead the project delivery for multiple Global Logistics initiatives

## Qualifications for senior manager, PMO

* Experienced at building effective relationship and strong partnerships across the organization
* Demonstrated competency in standard project management applications - Microsoft Office, Microsoft Project and Project Workbench
* Experienced with industry-standard project management methodologies and tools incorporating the Capability Maturity Model (CMMi)
* Ability to demonstrate expertise in analysis and process management methodologies and approaches
* Experience with enterprise Scrum – scaling, not just Scrum of Scrums
* Experience within a Program Office environment