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# Example of Senior Manager, PMO Job Description

Our innovative and growing company is hiring for a senior manager, PMO. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior manager, PMO

* Assists PMO leadership in preparing for key leadership meetings and updates
* Project management performance metrics
* Final Project Objectives (FPOs) achievements
* Interactions and collaborations with colleagues in AP and other regions in driving execution, resolving issues and leveraging resources
* Ensuring that internal teams and external stakeholders understand and are aware of key strategic initiatives
* Working with internal communication partners to implement communication strategies
* Report tracking for the GTB Project Management Office
* Clarify and communicate project objectives, including milestones, deliverables, and success criteria
* Accountable for overall project success stakeholder and customer satisfaction
* Team development, based on PMI methodology

## Qualifications for senior manager, PMO

* Knowledge of Jira, Workfront, Confluence, Excel and other Project Management Software Tools
* SAFe (Scaled Agile Framework) Certification preferred
* Analytical skills to be able to solve problems that may come up during a typical work day
* Strong knowledge of Excel and highly skilled in PowerPoint and Microsoft Visio preferred
* 6+ years of work experience, including at least 4 years project management experience with at least 2 years managing Supply Chain projects (not pure technology deployments)
* Demonstrated ability to design and execute plans, and to ensure success on all projects through proven track record of applying proven methods and tools to enterprise-wide project implementations