

Example of COE Manager Job Description

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Our growing company is looking to fill the role of COE manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for COE manager

- Manage lock/unlock, data refresh, snapshots (monthly RF and during Planning update cycles)
 - Ensure robust escalation, resolution & communication process on all issues during month-end/planning cycle
 - Acts as "Process Integrator" for end to end financial planning process
 - Achievement in the implementation of the strategic operational strategy
 - Final project objectives (FPOs) achievements – Loan Kit Standard, CIP pipeline & Standard operating procedures
 - Providing strategic financial leadership for capital forecasting, consolidation, reporting and analysis of all segments/sectors to shape and transform the overall process in the J&J Supply Chain Organization in partnership with the PMO
 - Streamline, design, and implement process standardization improvement across all sectors for capital efficiency and innovation
 - Business partnerships with project management office and segment finance leads
 - Reconciliations of financial systems to ensure accurate data across the business
 - Provide Alliance Management support across the complete alliance life cycle from pre-deal discussions to deal execution to alliance transformation/termination
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- Advances Business Change - Manages complexity and competing viewpoints in the change effort
- Application deployment process via MDM application such as Mobile Iron or Airwatch
- Excellent Microsoft Excel (vlookups, pivot tables, data modelling,) and PowerPoint skills
- Coaching and capability building experience on delivery teams
- Ability to lead training exercises
- In depth knowledge of and experience with all practices, procedures and principles of project, program and portfolio management, sufficient to be recognized as a subject matter expert