



## Example of Director, Office Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

### Responsibilities for director, office

- Ensures that programs and projects in the portfolio are being executed in accordance with established business objectives & technology road map adhering to timelines and budgets
- Able to assist and fill in project management activities when necessary
- Escalation point for all project related resource conflicts, risks and issues related to the JM&A project portfolio
- Maintains executive level issues and risk across the portfolio
- Primary contact for JM&A on enterprise project related questions and resource needs
- Accountable for portfolio financial performance
- Responsible for the Budget Process/Management and Reporting of Business ITS budget & JM&A PMO budget (Chargeback, Recovery, Invoice Processing)
- Able to make decisions and/or provide direction to JM&A PMO and business teams on Portfolio Financials (project financials, accruals, reconciliations)
- Work with the other PMO leadership, facilitate and manage the Project Roadmap in support of business goals and strategies
- Engage in Associate development, performance assessments, succession planning

### Qualifications for director, office

- Must have experience in supporting companywide strategic planning, implementation, and execution - with a consistent proven record of sustained achievement

- Experience using dental practice management software and word processing and spreadsheet applications
- Successful community management / communication / Attache experience
- Ability to interact effectively with many different internal and external stakeholders, including key experts in their fields
- Strict adherence to timelines and ability to work under pressure and manage priorities