Our company is looking for a PMO coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for PMO coordinator

- Explores multiple alternatives and arrives at appropriate decisions, which align with department / division goals and/or firm values
- Supports weekly and monthly project and portfolio compliance tracking to required methodology, process and policies
- Analyzes project schedule and resource data to ensure accurate capital and expense identification in support of the month end financial reporting
- Supports the owners of the IT area by providing portfolio and project analysis and recommendations
- The performance of relatively small technical projects or a definable portion of a larger technical program in accordance with contract requirements and company policies, procedures and guidelines
- Directing and supervising all support resources for the performance of project assignments and activities
- Managing the technical direction of a project through the design, implementation, and testing in accordance with project objectives
- Acquiring follow-on business associated with assigned projects and for supporting new business development by leading relatively small proposals or assisting with major proposal
- All aspects of the development and implementation of assigned projects and provides a single point of contact for those projects
- Interfacing with all areas affected by the project including end users, computer services, and client services

Qualifications for PMO coordinator

- Strong communication skills with demonstrated ability to write formal documents and clear concise business communications to multiple audiences
- Creative and a self starter
- Prior exposure to financial services industry will be a plus
- With minimal guidance, identify, prioritize, monitor, communicate, and/or resolve elements that can impact a project
- Understanding of project cost and benefit justification