



Example of PMO Coordinator Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is hiring for a PMO coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for PMO coordinator

- Recommending and takes action to direct the analysis and solutions of problems
- Coordinates NextGen projects within the NextGen Conversion workstream
- Provides coordination, communication and direction within the Conversion & Migration workstream to ensure execution of project milestones, including pre-, during and post-conversion tasks
- Tracks issues and risks within the Conversion workstream and across the NextGen portfolio of projects
- Supports the data collection process necessary to identify conversion Users, build metrics around NextGen conversion and manage and develop conversion dashboard
- Conducts status and working sessions to ensure conversion activities are prioritized, issues raised, new work tracking appropriately
- Provides status reporting to Program/Project Manager including workload and priority setting
- Coordinates maintenance of Conversion project documentation, plans and reports, including updating workstream risk and issue registers and managing schedules and resource updates
- Supports the Conversion project manager in managing conversions, including coordinating with production, database, network and application engineering, release and change management
- Develops and tracks informational and task-specific change requests

-
- Understanding of desktop, networking (voice and data), distributed, and market data technologies and systems, being able to understand the value of these technologies to the organization
 - Deliver on time, within budget, and with superior quality
 - Experience within complex organizational settings (e.g., PMO, geographic dispersion)
 - Operations and Operations Management-3 yrs experience
 - Schedule & drive meetings independently, ability to create projects plans in MS Project, maintain basic project documentation (Schedules, action, risks, issue tracker), drive follow-up on open actions, maintain compliance with company project management processes
 - Supports the Conversion project manager in tracking issues, lessons learned and pre-, during and post-conversion status reporting