Our company is searching for experienced candidates for the position of PMO coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for PMO coordinator

- Accountable for the development and distribution of all Information Technology PMO reporting
- Responsible for the system administration of the Clarity project management application and all PMO systems
- Provides resource management reporting for the IT Leadership teams in monthly operational reviews
- Manages small projects, including coordinating the project team members, activities and deliverables
- Responsible for the coordination of key projects
- Continually probe for technical bottlenecks and other potential technical problems
- Post-implementation results monitoring and adjustment of key projects
- Manage and control project management templates, such as Charter, Gate Review, Meeting Minutes, Project Status
- Manage project status and oversee accuracy and quality of project data contained in the Project Portfolio Management (PPM) tool
- Assist the IT PMO for all periodical status meetings by scheduling meetings, preparing correspondence, reports and/or presentations

## Qualifications for PMO coordinator

- Four year degree or equivalent educational or professional experience and / or qualifications

- Proficient with MS Office, Project, Visio and SharePoint
- Negotiates skillfully with internal and external groups
- 3 years project support experience required
- AA or equivalent work experience required