



Example of PMO Coordinator Job Description

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Our innovative and growing company is looking to fill the role of PMO coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for PMO coordinator

- Track pre-planning ticket list
- Document ticket list in Confluence
- Needs to be proficient with Workday and AREQ other IT Request Web-Applications
- Monitor and oversee LSO training assignments and track compliance training validation
- Assist project managers with the development and maintenance of project schedule and budgets the ongoing cost tracking for multiple projects
- Collect and analyze project information to determine project status
- Track project cost estimates and schedules
- Accurately maintain all documentation on Project SharePoint Sites
- Insure project/program information is up-to-date and accurate in the Project Portfolio Management Tool
- Follow Low-risk Project Management Process for assigned Low-risk projects

Qualifications for PMO coordinator

- Proficient in MS Office applications, Outlook, SharePoint, Adobe Acrobat Pro (to manipulate PDFs), Excel and Word
- Adapt to various cultures, processes and work styles
- Ability to set priorities and ensure completion of tasks
- Establishing and maintaining respectful and cooperative work relationships with Coworkers, Field Personnel, Subcontractors, Architects, Owners,

- Candidate must be able to obtain an IRS MBI to retain the position
- Experience working within a PMO