



# Example of PMO Coordinator Job Description

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Our company is growing rapidly and is looking for a PMO coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for PMO coordinator

- Weekly data quality reporting
- PMO Scorecards
- Routine deck consolidation for various levels of the organization
- Master Plan/Capability Metrics reporting
- Data quality steward for PMO function to ensure accurate reporting for various levels of the organization
- Documents, revises, and maintains all program governance standards and routines
- Subject matter expert on all enterprise and line of business PM governance requirements
- Facilitator of enterprise toll-gating requirements
- PMO Exit App Maintenance
- Coordinate quality governance activities to meet quality objectives

## Qualifications for PMO coordinator

- Graduate level education or equivalent IT experience
- Significant IT experience within a multi-site corporate or public sector environment
- Excellent communication skills – verbal and written, maintaining a calm and professional manner even when under pressure
- Confident, articulate individual, good telephone manner, comfortable in face to face meetings

face to face communication

- Self-motivated and positive attitude essential