



Example of Program Office Job Description

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Our growing company is searching for experienced candidates for the position of program office. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for program office

- Allocates, tracks and maintains designated conference room schedules and availability to utilize resources efficiently
- Creates, edits and maintains electronic and written communication such as memos and organization charts
- Collects data to provide visibility of status to business travelers
- Collects and compiles data such as training completions, business expenses, action items and other matters requiring follow-up and provides visibility of status with general management direction
- Coordinates under general direction, with the appropriate focal(s) to support the acquisition and maintenance of resources such as computing equipment, telecommunications and office equipment for the workgroup
- Ensures conference room resources are maintained and available
- Exercises some discretion in prioritizing and managing the manager's time and availability using calendars and virtual resource tools to allocate efficient use of time
- Inventories, orders and maintains office supplies for area of responsibility
- Prepares reports, presentations and flow charts, with general guidance and direction, using applicable company standards
- Reviews and processes incoming and outgoing communication and correspondence to ensure proper dissemination of information

Qualifications for program office

- Bachelor's degree in a field appropriate to the area of assignment AND four years of administrative/coordinative program experience
- Bachelor degree with one (1) year experience
- At least 7 years' experience creating and running a project management function in internal HR department or project management in a consulting role
- Ability to work in a high stress, fast paced environment, managing multiple tasks, projects simultaneously
- Excellent communication, negotiation, presentation and customer service skills
- Proven track record of taking end-to-end ownership, driving results, and learning fast