



Example of Program Office Job Description

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

Responsibilities for program office

- Attendance at and preparation for meetings
- Communicates with external agencies such as the Accreditation Council for Graduate Medical Education, National Residency Matching Program, American Board of Psychiatry and Neurology
- Participate in decisions that affect big picture/cross-departmental impacts
- Research, document, present, and steward Office 365 solutions to meet user requirements
- Govern Office 365 environment including but not limited to administering accounts & licenses
- Continuously recommend and implement streamlined processes, procedures, policies, and standards
- Develop and continuously enhance KPIs and dashboards to measure Office 365 performance
- Develop and continuously enhance proactive monitoring to uncover issues
- Facilitate resolution of level 2 and 3 support requests
- Serve as a technical contributor

Qualifications for program office

- Knowledge and experience in managing Agile project management methodologies
- Highly flexible, and able to build structure in ambiguous situations
- Experience collecting and analyzing data from various sources to provide

- Highly detail orientated with an emphasis on accuracy, coupled with the ability to see the broader impact of the initiatives they own
- Highly responsive to requests from internal customers or stakeholders
- Comfortable engaging with all levels of leadership