



Example of Program Office Job Description

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Our innovative and 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

- Run creative innovation programs that engage and inspire
- Lead an exceptional and motivated team who fit our fast paced, engaged, driven for excellence culture
- Work with dedicated Field Directors to set and then execute on the learning strategies for Home Team, DHT, Cable Repair and Construction Technicians (and potentially more teams in the future)
- Lead the Customer Solutions Delivery (CSD) Leader Learning Series to ensure ongoing development of our leaders
- Oversee & guide the successful execution of Manager Learning Path and its remaining phases
- Continue to evolve our front door tool & processes, the Gateway, to ensure proper visibility of all requests coming into the team and effective resourcing of those requests
- Continue to evolve our training project lifecycle and gating processes to meet the needs of our team
- Work with other members of our CSD Learning Solutions team (development, delivery, knowledge management, NPSI, communications, business analysis,) to ensure our programs and initiatives exceed the needs of our customers
- Manage the budget associated with both training and time, ensuring we gain solid returns on our investments
- Ensure our learning meets clear performance expectations while seeking out innovative ways to get our technicians consistently performing with exceptional results quicker

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- Solid experience in using project life cycle methodologies to develop project artifacts, such as scope documents, project management plans, communication plans, project work plans, change requests and risk assessment/issue logs
 - Proficiency in SharePoint, Excel, and Word
 - Knowledge of HR talent management
 - Minimum 10 years of experience in enterprise-wide programs and projects related to Global Leadership Development
 - Strong background in project management and strong leadership skills to coordinate and motivate project teams
 - Ability to multi-task, be flexible, and work in a changing environment