



Example of Project Management Office Specialist Job Description

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Our company is looking for a project management office specialist. 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 project management office specialist

- Identify and harvest high quality deliverables and other program or project assets in the spirit of continuous improvement
- Support special projects related to CMT enablement areas
- Promote CMT's mission to drive the consistency, reliability, and efficiency in our global client service delivery through innovative solutions, methods and tools
- Manages overall projects portfolio for the site (continuous improvement, new product introduction ect.), ensuring appropriate resource allocation in accordance with global/regional/local business priorities
- Drives site portfolio governance and ensures adherence to established governance processes, provides guidance on agreed-upon project management processes, practices and systems
- Coordinates development, deployment and execution of site OGSM, coordinates performance management activities
- Supports the deployment of change management processes
- Manages site program/project financials, resource commitments and deliverables
- Provides timely updates for site leadership, regional and global PMO
- Leads escalation process in case of deviations

Qualifications for project management office specialist

- Lead end-to-end Program delivery on select Major Initiatives on behalf of the Business Sponsor in alignment with Enterprise strategies
- Engage on select Major Initiatives to provide specific delivery services in order to improve delivery certainty
- Support Segment PMOs to build and mature PMO Practices and Delivery Services capabilities, continuously improve Enterprise PM standards, monitor compliance to standards and drive accountability through Enterprise Governance and portfolio oversight
- Ensuring that appropriate meetings are held and that outputs and artefacts are produced and distributed
- Perform financial analyses to support the Execution Services
- Develop and produce meaningful reporting and metrics on an