



Example of Project Management Office Specialist Job Description

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Our growing company is searching for experienced candidates for the position of project management office specialist. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for project management office specialist

- Oversee Execution Authority expenses and partner with the EA
- May provide strategic direction to maximize success in the project/program, industry or solution area
- Understand the interdependencies among various workstreams of the project, and ensure solutions are proposed and built keeping into consideration their impact on all the workstreams
- Prepare ad hoc presentations for Subject Matter Experts and the program office
- Assist in developing test cases and perform user acceptance testing of systems and enhancements
- Ensure effective project management by monitoring and reporting on project progress and performance
- Consolidate at organizational level project and department KPIs (Project Efficiency, On Time Delivery)
- Represent ISS on initiatives focusing on driving participant experience, with a focus on process excellence and holistic efficiency, and a consideration of broader impacts across FSS and the Enterprise
- Point person for end to end strategy and execution of new client onboarding process from RFP through Transition Phases, ensuring the integration of commitments to the organization's service model
- Communicate status updates, risks with mitigation steps and upcoming milestones to key stakeholders and leaders

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- Collect, review and analyze data
 - Minimum of 2-3 years' experience in Business / IT projects
 - Ability to work extended hours beyond normal work schedule to include, but not limited to evenings, weekends, extended shifts, and/or extra shifts
 - Degree in economics, finance, accounting or other related area
 - Experience scheduling meetings, making room reservations, sending meeting notifications, producing agendas, and producing minutes
 - Excellent English communications skills (good command of German language would be an advantage) - must be able to communicate effectively orally and in writing (at least B2/C1 level according to internal assessment)