



# Example of Project Management Office Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of 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

- Provide front line evaluation and recommendations regarding individual and global systems issues, coordinate the involvement of other areas in problem resolution as necessary
- Integrate strategic, forward looking solutions to current procedures to continuously improve the end-participant experience
- Manages and oversees end-to-end project management activities such as project reporting, project planning, issue/risk identification and tracking, scope management, estimation, client management, relationship management and other project documentation preparation for projects of medium to high complexity
- Assists in developing detailed project plans and schedules projects, including goals, risks and resource allocation
- Works with all required functions and groups to effectively plan and execute the project
- Define, with key stakeholders, the scope of work, cost/budget, resources required, time schedule, and detailed work allocation
- Support and guide Service Managers in the preparation of initial project proposals
- Ensure business or function key partners for IS projects execution are allocated
- Support project initiation activities (if necessary, run IS Project until IS PM is

- Ensure that IS project has a best possible setup and selection/configuration of project methodology and project management tools

## Qualifications for project management office specialist

- Ability to facilitate discussions and reach compromise to establish agreed decisions and actions
- EU work permit is a must
- Excellent English communications skills - must be able to communicate effectively orally and in writing (at least B2/C1 level according to internal assessment)
- German or French at least B2
- Minimum of three to five years experience with large initiatives either in a project management or participant role
- Change Management mindset with a desire to work in a dynamic, agile environment