



# Example of Project Management Office Specialist Job Description

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Our growing company is looking to fill the role 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

- Act as a project / portfolio management process expert, facilitator and trainer
- Develop and maintain systems, tools and reporting used to provide the overall view of actual and planned resource utilization in Engineering
- Monitor and execute mainly local programs, projects and KPIs to ensure delivery according to plans and commitments, along with communication across global functions
- Establish and operate meeting structures in a lean and inclusive way across departments
- Ensure cross project controlling, maintenance of associated tools and processes, to ensure transparency of engineering resource utilization
- Prepare the organizations portfolio and project status meetings, ensuring full alignment with the stakeholders
- Develop high quality presentations for management reporting including business strategy, financial planning and updates, program status, best practice operations
- Project and financial management, including working closely with function leaders for setting KPIs and monitoring the delivery progress
- Active budget monitoring and reporting
- Support and manage special projects and events at the strategic level

## Qualifications for project management office specialist

- Experience working in a customer centric environment is strongly preferred
- Ability to solve problems in a fast paced, collaborative setting
- Bachelor's Degree (preferred) or equivalent work experience
- Must be willing to travel up to 25%