



Example of Project Management Office Specialist Job Description

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Our growing company is hiring for a project management office specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for project management office specialist

- Coordinate and drive the planning and implementation of New Equipment Business programs with Areas, Front Line units and Global teams (NEB, IT, R&D)
- Organize regular governance between Area teams and Global New Equipment Business team to ensure close cooperation and quick corrective actions
- Support Business project owners in business case preparation and follow-through
- Create clarity on required resources on Front Line level for successful implementation of each program and on the capacity of Front Line units to implement several key programs at the same time
- Provide better understanding for global project managers on Front Line change management challenges
- Bachelor's or Master's degree in technical or business science
- Solid experience from project management, change management and project management tools
- Initiative and proactive way of working with ability to work independently
- Prepare, compile, and maintain data related to PMO projects
- Providing actionable and insightful reporting on status of projects

Qualifications for project management office specialist

- 10 plus years in an individual contributor or manager role which included responsibility for significant financial and process analysis
- Experience with IT preferred
- Above 10/15 years of Project Management experience with increasing complexity
- Above 2 years of PMO experience
- PMI / Prince Certification
- Strong IS Project Methodology and IS Project Governance Model knowledge