



Example of Senior Manager, PMO Job Description

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Our company is growing rapidly and is looking to fill the role of senior manager, PMO. 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 senior manager, PMO

- Handle internal escalations/expedites & work with management in cross-functional areas
- Be the Project Management subject matter expert (SME) for the NA region
- Represent NA in various forums including Product Siting committees, representation on global and strategic project teams be the Regional SME for project and performance management tools like Instantis, Metrics Studio, Tableau
- Be responsible for identifying and executing continuous improvement opportunities as it relates to project execution in the region and will be a critical link between the NA manufacturing sites and Skillman central functions
- Evaluate and monitor skillsets and provide both ad hoc and formal training as appropriate to enhance the Project Management capabilities and use of the tools
- Represent the region in Product Siting committees, global and strategic project teams
- Maintain strong link and partnership with the Regional Supply Chain PMO and other central functions (Plan, Source, Deliver) and act as the liaison between these functions and the Manufacturing sites
- Develop, implement and monitor Project and Performance Management governance structure for optimum performance and communication
- Consolidate site Performance scorecards, ensuring robust commentary and

Qualifications for senior manager, PMO

- Demonstrates understanding of the significance of the project and impact on the overall business
- Demonstrated experience in financial management principles as they relate to project management and delivery of a business case (budget vs
- Experience directly interfacing with senior business and IT stakeholders for clients
- Results oriented and is able to independently shape and deliver
- Strong understanding of and experience in project management
- 7-10 years working experience in corporate communications, marketing, project management or related experience