



# Example of Senior Manager, PMO Job Description

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Our growing company is searching for experienced candidates for the position of senior manager, PMO. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior manager, PMO

- Manage and coordinate the project governance structure, developing an effective communication strategy and clearly defining the key project management processes
- Train and coach the key stakeholders in the agreed project delivery processes
- Liaison with other J&J functions to implement shared learnings and best practices
- Represent Site at Regional and Functional ME/PMO communities
- Provide clear and accurate information for effective decision making, to maximize value & mitigate risks
- Establish effective communication channels to capture progress and results of improvement initiatives
- Lead all aspects of the portfolio life-cycle
- Identify and resolve issues and conflicts within the portfolio
- Defining a capability evaluation matrix for decisions to be taken for any new solutions
- Review and tracking of business case and ROI for projects undertaken

## Qualifications for senior manager, PMO

- Proven strategic planning skills, ability to develop business plans
- Expert written and verbal communication skills, with deep experience working with executives
- Trusted advisor and works cooperatively across the business and with

- Extensive knowledge of the financial services industry, especially transaction banking
- Ability to identify and prioritize issues, make timely decisions and determine the nature of the response required
- Works collaboratively and takes a leadership role in engaging stakeholders and keeping multiple stakeholder groups informed