



Example of Senior Manager, PMO Job Description

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Our company is hiring for a 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

- Coordinate management's SOX 404 process controls documentation and review controls to ensure adequate design and identification of "key" controls for assigned critical processes/accounts
- Verifies that the delivered products/processes meet the needs of the business units
- Works with key business representatives and leadership to ensure that updated business processes are properly tested and validated
- Implementation of Change Control/Change Management processes
- Lead the establishment of the IT PMO including the portfolio/program/project operating model and organization structure
- Lead the development and implementation of the portfolio stakeholder engagement and communication plan
- Establish a project management governance structure that includes key performance indicators and sets milestones for the project team
- Develop and deliver IT functional road maps
- Develop and maintain PMO framework and playbook for IT
- Ensure that the portfolio delivers the organization or departmental strategy

Qualifications for senior manager, PMO

- A minimum of 3 years' experience working in GMP regulated environment is required

- Ability to collaborate effectively with all levels of management, lead cross-functional teams and influence decision-making across a matrix organization is required
- This position will be located in Skillman, NJ, with potential to 20% domestic travel required.
- Production
- Registration as a P
- Experience in customer experience design (specifically to customer contact preferred), with an eye towards both ways to improve the customer experience and/or drive operational efficiencies, particularly for premium customers