

Project Management Office consultant

Role Description

The project management office (PMO) consultant role includes aspects of planning, organizing, staffing, executing, and governing that will maximize productivity and minimize the margin of error.

PMO develop the standard methodologies used to execute tasks and projects so that they can be perfected and repeated. This reduces the propensity for error and enhances productivity throughout the organization.

They also help to facilitate teams and enable them to do their jobs more effectively by streamlining processes, providing on-the-job training, and overseeing their work to ensure quality and timeliness.

Finally, Project Management Office consultant's report on overall project progress to upper management, providing executors with the granular insight needed for effective organizational decision making.

Background

- Project Management experience 3-5years
- A Bachelor's degree in Business, Administration, or a related field.
- A Project Management Professional (PMP) Certification will be advantageous.
- A minimum of one year's experience in a supervisory position will be advantageous
- English and Spanish proficiency
- Portuguese Brazil will be advantageous

Necessary Skills

- Strong leadership.
- Good written and verbal communication.
- Strong attention to details and technicalities.
- Excellent organizational and technical.
- Good interpersonal and multi-tasking.

Main Tasks & Responsibilities

- Collaborating with other department leaders to define, prioritize, and develop projects.
- Project Execution Strategy: Determine and establish the goals, mission and objectives of your projects and use it to plan your execution activities.
- Planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables.
- Team Coaching: Train and mentor all subordinate project managers and team leads to promote best practices and enrich their skillset
- Coordinate a project management team and delegate tasks.
- Resource Management: Manage the interdependencies between projects, minimize resource waste and errors as well as repeatable work that was accomplished already
- Analyzing financial data, including project budgets, risks, resource allocation and work within budget constraints.
- Providing financial reports and budget outlines to Executives.
- Overseeing the development of the project and ensuring that team members are carrying out their tasks efficiently while upholding the company's standards.
- Drafting new and improving existing project management office policies and processes and implement changes to teams and processes as and when needed.
- Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines.
- Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification.

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