

# PMO Executive role with One of the leading IT Technology Solutions company in filed of Agri, Transit, Street Solution & Urban Solutions for Ahmedabad Location

Job Posted by Seema Kakra | June 25, 2024

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Job Description-

## JOB PURPOSE

The PMO Executive is responsible for managing and optimizing project management processes, ensuring the successful delivery of projects, and enhancing overall project performance.

## 1. PRINCIPAL ACCOUNTABILITIES for PMO Lead

Accountabilities	Major Activities	Key Performance Indicators
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<p>Project Portfolio Management Risk and Issue Management Stakeholder Communication Billing &amp; Receivables</p>	<p>Project Support: Provide administrative and logistical support to project managers and teams. Documentation: Maintain project documentation, including plans, reports, and meeting minutes. Resource Management: Assist in resource allocation and tracking to ensure projects are adequately staffed. Risk Management: Identify, assess, and manage project risks to minimize impact on project delivery. Quality Assurance: Monitor project deliverables to ensure they meet quality standards and comply with project requirements. Reporting: Prepare and present project status reports to stakeholders and senior management. Process Improvement: Identify opportunities to improve project management processes and practices. Stakeholder Management: Engage with project stakeholders to ensure their requirements are understood and met. Training and Development: Provide training and guidance to project teams on project management methodologies and best practices. Budget Tracking: Monitor project budgets and expenses to ensure projects are delivered within budget. Communication: Facilitate communication between project teams, stakeholders, and senior management to ensure alignment and transparency. Change Management: Manage changes to project scope, schedule, and budget while ensuring minimal disruption to project objectives.</p>	<ul style="list-style-type: none"> <li>· % of projects aligned with strategic objectives.</li> <li>· % of completed projects within the portfolio.</li> <li>· % of projects completed on time and within budget.</li> <li>· % of projects delivered within budget.</li> <li>· Time and cost savings achieved through process enhancements.</li> <li>· % of invoices issued accurately and on time</li> </ul>
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## 2. INTERACTIONS

### Internal Interaction

Interaction with Project/Program Managers, SDM, and Support team (HR & F&A)

### External Interactions

Interactions with clients and vendors (Based on Business Need)

## 3. SKILLS AND KNOWLEDGE

### Educational Qualifications

Engineering graduate/Post graduate in Computer Science/Information Technology/EC or M.C.A Proven experience in project management, and strategic planning Strong knowledge of project management methodologies and tools. (Eg. ZOHO Projects) Should be good in Excel, PowerPoint, BI, and other analytical tool

## Skills

Excellent problem-solving and decision-making abilities. Ability to work in a dynamic and fast-paced environment. Proficiency in project management software and tools. Strong analytical and organizational skills. Results-oriented and dedicated to achieving goals. If you are a dynamic, results-driven professional with the desire to lead a team size of at least 5 members and optimize project management practices.

## Behavioral Skills

Excellent communication and teamwork skills Great attention to detail Organizational skills An analytical mind Should demonstrate adeptness in work management and skillful handling of diverse in-house & external stakeholders, while also exhibiting diplomatic finesse.

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