

PMO Team Lead



We are looking for a PMO Team Lead!

Responsibilities:

- Lead and direct administrative PMO project team executing and monitoring project activities;
- Provide coaching, mentoring, leadership to PMO team members;
- Monitor work quantity and quality of the team members, maintain a professional work environment, take appropriate actions to resolve problems and staff complaints;
- Assess training needs, plan to meet training needs, and complete performance appraisals;
- Perform day-to-day project process administration;
- Identify and lead improvements of project management related processes;
- Ensure the project management standards and procedures are being followed;
- Establish measurements and targets to improve process effectiveness and efficiency;
- Develop and ensure timely preparation of periodic PMO reports;
- Work closely with PMO department manager to achieve department's and company's goals.

Requirements:

- 5+ years of experience managing projects/programs and 2+ years of experience as a people manager;
- Experience developing operational processes;
- CAPM, PMP, P3O or similar certification desired;
- Ability to work well in a changing environment with changing priorities;
- Excellent attention to detail, exceptional time management skills, and proven ability to meet deadlines;
- Expert-level user of Microsoft PowerPoint, Visio (or similar) and Office tools to manage plans, charts, reports and documentation, etc.;
- Strong verbal, written and interpersonal communication skills;
- Excellent English skills.

What we offer:

- An informal and social working environment in a fast-growing IT organization
- A highly skilled international team
- Annual team events
- Flexible working hours
- Training and development opportunities

1ClickFactory is a Dynamics 365 software factory. Our high-quality Microsoft Dynamics 365 upgrade, development, and training services, together with our leading Microsoft Azure managed hosting service, help Microsoft Partners offer better business value to their customers delivering solutions on-premises and/or in the cloud. We exclusively serve Microsoft Partners whom we help reduce financial risk, increase scalability, shorten project time, solve resource shortage and increase cost predictability, leading to higher profits and greater revenues. Unlike the traditional ERP upgrade service providers who offer this type of service through 1:1 sourcing of people, 1ClickFactory takes responsibility for the projects, uses automation tools and has performed 500+ Dynamics NAV and Dynamics AX upgrades, 300+ development projects and serves 5,000+ NAV users on Azure. 1ClickFactory is a Microsoft ISV Development Center that is Gold Certified in Enterprise Resource Planning, Application Development and Cloud Platform. We are a global business currently delivering our services to 300+ partners in 40+ countries.