

## PMO Specialist (Scrum Master)

### Roles and Responsibilities

- Set-up and lead meetings, maintain minutes, follow up on action items, and balance multiple work items at once.
- Use MS Office Suite to create well-formatted reports and presentations.
- Track and follow-up with functional and technical leads on decisions and action items.
- Track and coordinate deadlines and submissions of unique as well as recurring programmatic events.
- Work with teams to identify project performance bottlenecks, work with teams and leads to address and resolve them.
- Assist with change and configuration management artifacts, and communication of change notification to appropriate stakeholders.
- Assist with performance and portfolio management with PMO leads and agile governance team.
- Promote enterprise wide implementation of agile best practices.
- Serve as PMO liaison to the various release trains.
- Understand, accept, and deliver any program management related task on time and in the required format.
- Update and manage PMO artifacts repository and archive.

### Experience

- At least 3 years of experience in administration, project management, customer facing assignments, content data or records management or related experience in a related field.
- Strong in Microsoft Suite, including MS Visio.
- Knowledge of project management related documentation, instructions, policies, directives, and procedures.
- Knowledge of agile scrum methodology and/ or Certified Scrum Master, Safe Agilist certification preferred.
- Knowledge of established project management methodology in IT or related domain.
- Knowledge of Key Performance Indicators (KPIs) in major IT or related projects.
- Experience in producing high-quality documentation using MS Office Suite using industry standard notations and formats.
- Experience with development of high-quality reports and presentations in MS PowerPoint.
- Conversant with creating business process workflows in MS Visio.
- Demonstrated experience with basic data organization, creating tables and charts in MS Excel, and conversant with established data labeling conventions.
- Demonstrated track record of delivering tasks and assignments in complete form and within deadline.
- Excellent communicator, team player, eager to learn new skills and mindful of response times.
- Keen eye for details, and meticulous with copy-editing documents and

### Job Location

Multiple Location in, US \ Remote.

### Date posted

June 29, 2020

artifacts.

[<< Back to Careers](#)