

## Employment Opportunity

Engaging Solutions, LLC (ES) established in 2005 as a management consultant firm with an evolving and rapidly growing future! Join this rapidly growing company which provides excellent customer service!

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### Director, Project Management Office

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The Project Management Office (PMO) is responsible for defining standards and executing tasks associated with managing projects for the Engaging Solutions, LLC. The Director of Project Management Office (PMO) is responsible for the development and sustainability of robust PMO infrastructure, processes and systems for evaluating, scoring and prioritizing the inventory of projects. The Director is collaborative and drives accountability with Leadership, project sponsors, and project managers. As the PMO grows and matures, the Director oversees the entire Portfolio of projects, planning, selection, budget, and direct supervision of project managers.

Position is non-remote - location will be ES office and maintain the core office hours of 8:00 am – 6 pm.

#### **SUMMARY OF RESPONSIBILITIES:**

##### **Development and Sustainability of PMO Infrastructure**

- Creates a sustainable project management methodology, incorporating approved standards, processes for evaluation, scoring and prioritization;
- Creates and sustains PMO technical system(s) for users to execute;
- Creates reporting templates for tracking project inventory, as well as reporting project-specific data and consolidated data and analyses, status reports, dashboards, etc.;
- Creates and implements a project request process to ensure requests for new projects are sufficiently detailed for assessment;
- Defines the disciplined workflows and procedures for project launches and execution;
- Create the means for tracking demands being made on resources needed to support new projects and changes to existing projects.

##### **Ongoing Responsibilities**

- **Strategic Project Planning and Goal Setting**
  - Serves as the driver for holding the project managers and business sectors accountable by providing quality assurance to ensure projects and project managers align with the company's standards for project management;
  - Creates structured schedules and project plans based on the project goals, resources needed, potential risks, time to market and budget constraints;

- Communicates clear and actionable deliverables, or activities to be completed, with identified owner, clear timelines and criteria for success;
- Collaborates with leadership to assess the workloads and impacts for different business sectors to identify dependencies and possible issues affecting success.
- **Training, Communication and Monitoring**
  - Promotes, provides and facilitates training for individuals and groups to ensure effective adoption and compliance with Engaging Solutions' PMO standards and approved practices;
  - Holds project managers and task owners accountable for their commitments and will conduct regular project team meetings to discuss status, barriers and opportunities for timely and successful completion;
  - Performs regular assessments of projects to determine if defined standards should be expanded or modified;
  - Ensures project request inventory is up-to-date for both projects underway and requests pending review
  - Serves as the reference point for project sponsors and an advocate for best practices in project management;
  - Effectively identifies and escalates issues and risks.
- **Project Prioritization and Portfolio Alignment**
  - Gathers project data and facilitates the evaluation and approval process using scoring and prioritization;
  - Maintains reports and dashboards, which outline projects underway, backlog, and those pending approval;
  - Enables stakeholder access to view PMO system to see where attention and resources are placed and can adjust workflows accordingly.
- **Process Improvement**
  - Identifies opportunities for improving processes and activities;
  - Evaluates standards and recommends adjustments as the company's business evolves;
  - Implements, documents and communicates process improvement initiatives to stakeholders.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Business Administration or related discipline
- 5 to 7 years of project management experience in a business environment, including successful oversight of large, complex projects or programs; Successful experience with timely deliverables and within budget
- Demonstrated success in management of other project managers or experience on a management level within a project office
- Working knowledge of project management information systems required
- PMP or other project management certification required
- Strong verbal and written communication skills;
- Strong managerial and supervisory skills, demonstrating the ability to effectively lead others and those reporting into the PMO
- Demonstrated success partnering with and influencing senior leadership

- Experience with roll-out of project management and process improvement in an organization, including implementation of standards and methodologies
- both verbally and in writing
- Advanced experience with Microsoft Desktop Software: Windows, Word, Excel and PowerPoint

For consideration please e-mail your resume, cover letter and salary requirements to:

E-mail: [HR@engagingsolutions.net](mailto:HR@engagingsolutions.net)

Applicant must agree to and successfully complete a Criminal Background check

**Engaging Solutions, LLC is an  
Equal Opportunity Employer (F,V,D) and a Drug Free Workplace**