

Project Management Office (PMO) Manager - Digital Transformation

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Company: InPost

Location: Poland

Category: business-and-financial-operations

Key Responsibilities of the role:

PMO Establishment Build and lead the Digital Transformation PMO, including defining its standards, processes, and governance framework of the Program.

Strategic Alignment Collaborate with senior management to ensure that digital transformation projects are aligned with the organization's strategic objectives and priorities.

Project Portfolio Management Oversee the Program portfolio projects, including CRM, Billing & Rating, Pricing, and other related initiatives.

Project Governance Develop and implement project management standards, processes, and best practices.

Reporting and Communication: Provide regular status updates and reports on project performance and risks to senior management and stakeholders. Foster a culture of transparency and effective communication. Utilizing Kanban boards or other preferred effective methods to organize work tasks efficiently.

Coordination Coordinating calendars for project team members from various teams or organizations throughout the project duration. Effective collaboration with counterparts from external organizations involved in the same projects or work streams.

Resource Management: Work closely with project managers and department

managers to allocate and manage resources effectively, ensuring that teams have the necessary skills and capacity to deliver on program commitments.

Risk Management: Facilitate and tracking project risks, issues, risk management strategies and contingency plans to minimize project disruptions.

Quality Assurance: Establish quality control processes to ensure that digital projects meet the defined standards and deliver the expected value.

Continuous Improvement: Drive continuous improvement efforts within the PMO, identifying opportunities to enhance project management processes and methodologies.

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