

## 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.

**Key Skills of the role:**

**Digital Project Management Expertise:** Proven experience (3+ years) in project management or PMO, preferably in a complex technical projects with digital transformation context.

**Team and Vendor Management:** Proficiency in coordinating project teams and external vendors, ensuring effective collaboration and results delivery.

**Collaboration:** Ability to interact in a multi-site and cross-functional environment. Effective collaboration at all levels of the organization is essential.

**Organization:** Proven organization, coordination and facilitation skills with drive towards consistency and simplicity.

**Communication:** Excellence in clear and concise verbal and written communication.

**Adaptability:** Ability to adapt to new environments, comfortable meeting new people and quickly getting up to speed with them.

**Project Management Certification:** Project management certifications will be additional advantage.

**Tools:** Advanced Knowledge of Jira, Confluence, SharePoint, MS Teams, MS Excel and MS Power Point is required.

**Industry Experience:** Background in logistics, e-commerce, FMCG, or retail industry is preferred.

**Language Proficiency:** Fluent in English and Polish; knowledge of French or Italian is advantageous but not mandatory. Ability to conduct business meetings in English is essential.

**What's in it for you:**

**You choose mode of working** Most of the time you work remotely or, if you choose, at your desk in our new office in Warsaw / Kraków

**Fast growing profitable firm** revenue +25% YoY

**Options for further career growth are many & (real** (real you prove yourself)

**You choose contract type** (B2B / Employment agreement)

**Clear and honest communication within the team of similar background**

**Some projects are unique and involve modern solutions**

**Brand new offices in Warsaw / Cracow**

**Benefits cafeteria platform** (note: medical/sport subscriptions are partially subsidized by InPost, you spend some of benefits budget if you order them)

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