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PMO Manager

Description

The incumbent would contribute in efficient and optimized operation of complete Marketing & Sales PMO office enabling to deliver cross-functional and cross-regional projects alignment and timely execution leading to business targets and results achievement across Middle East & Asia markets. You would be liaising closely with PMO counterparts on periodic tasks and market-specific activities, tracking progress and completion of these in timely manner. You will be responsible for managing Shopping Basket <x{}></x{}>expenses) review & approval process for Marketing & Sales. Your key working responsibilities would revolve around doing analysis, preparing reports, Coordination of meetings with global functions leaders, target achievement monitoring, timely completion of actions & steps, budgeting & forecasting, business plan reviews, developing strategies, and deep dive reviews of Marketing & Sales.

Qualifications

Graduate in any discipline, an MBA degree would be highly preferred.
Minimum of 4 years of industry experience in managerial roles OR minimum of 2 years of management consulting experience in GCC region is MUST
Knowledge and experience in using Project management modelling tools
Experience of developing clear presentations and excel models
Strong understanding of aesthetics in MS Powerpoint, MS Word and MS Excel documents drafting and formatting
Well versed in presenting content to top management
Experienced in managing strategic and operational projects cross-functionally with multiple stakeholders
Experience in working with top executives in organizations
Fluent in English, knowledge of Arabic & French would be added advantage.

A very renowned Automotive company is looking for a PMO Manager to join their organisation. The successful candidate will be joining a demanding yet rewarding environment.

Employment Type

Full-Time Regular

Job Location

Khobar

Date posted

September 27, 2019

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