Dear Job Aspirant,

We wish to connect with you for below position of **PMO Manager**

* Designation: **PMO Manager**
* Qualification: Bachelor's degree in Business, Administration, or a related field
* Location: Pune
* Experience: 7+ years

**Company Profile :**

Founded in 1999, Softdel (a UNIDEL company) connects devices, enterprises, and people. Our distinctiveness lies in simplifying enterprise connectedness in smart buildings and smart factories creating unprecedented benefits for our customers and their eco-systems. Headquartered in Stamford, CT, USA, with offices in Japan, and India, we deliver domain expertise and technology-driven solutions to help companies turn digital challenges into opportunities. Our two-decade-long product engineering experience of serving global leaders in the automation & controls industry has catapulted Softdel to an enviable position in the Industrial and Buildings IoT value chain.

For more information, visit [www.softdel.com](http://www.softdel.com). Follow on [LinkedIn](https://www.linkedin.com/company/softdel/) and [Twitter](https://twitter.com/softdelsystems?lang=en).

 **JOB Description:**

**Roles and Responsibilities:**

* Collaborating with other department leaders to define, prioritize, and develop projects.
* Planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables.
* Analyzing financial data, including project budgets, risks, and resource allocation.
* Maintain Invoicing for project Accounts.
* Drafting new and improving existing project management office policies and processes.
* Track the Project estimation with Actuals. Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines.
* Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification.
* Coordinate with SQA and facilitate QA Audits for all Projects and work on deficiencies improvement
* Weekly, Monthly, and quarterly status reporting and analysis on project accounts.
* Experienced in implementing secure development methodologies, ensuring robust protection of sensitive data and systems integrity.

**Essential Skills:**

* Total Experience around 7+ years with Excellent written and oral communication
* Experience as PMO member in an organization >2 years
* Experience on project management practices > 2 year
* Project Management Professional (PMP) Certification may be advantageous

Regards,

HR Team – Softdel Systems

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