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Within your project management office (PMO), there needs to be a role that connects the office's work to the projects it supports. That role and responsibilities of a PMO or project

specialist fits that exact purpose.

Job Responsibilities:

Initiate, plan, and govern several projects across the network across the entire project lifecycle

Responsible for application of PMP standards and methodology

Document and manage project documentation (Project initiation document, project plan, scheduling,

budgeting, etc.)

Manage project dependencies

Job Requirements:

Holds a BE in Industrial Engineering or relevant industry

Has experience in handling projects from initiation to closure

Is proficient in documentation and content writing

Fluent in English; Spoken and Written

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