

## Technical Program Manager

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Company: Microsoft Dubai

Location: dubai

Category: other-general

The job posting is outdated and position may be filled

Responsibilities:

- Develop relationships with Lease Site providers
- Lease Site Provider support, onboarding, and ongoing training around MSFT platforms
- Support Site Acquisition Managers to plan the release of RFP-SOQs (Statement of Qualifications) in accordance with MSFT business requirement, to prepare the completed SOQ responses as should be included into the Lease Agreements, and to support with Active Lease project status reporting
- Issuance of project SOQs to lease site providers on the MSFT portal
- Quality check on SOQ submissions to ensure that sufficient information and support documentation are provided
- Coordinate between lease site providers and MSFT technical due diligence SMEs, to facilitate discipline review
- Proactively improve technical due diligence as properties are delivered into the EMEA portfolio
- Efficient program management across multiple lease projects that could be at different stages in the workflow, while keeping focus on key OKRs for project deliverables set by management
- Drive efficiency by supporting streamlining efforts and the continuous improvement of our Site Acquisition Runbook and Lease Cycle execution workflow
- Adherence to lease project governance – Action the requirements, manage communication with project stakeholders, report project status, and manage escalations of project risks (if any)
- Ensure global consistency in process for program management
- Ensure that EHS and Environmental Sustainability are at the forefront of conversations
- Provide any additional RFP support as required to support project delivery

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