Job Description: The PMO coordinator provides a high level picture of activities across the company through the maintenance of high level milestone plans, risk and issue lists and by consolidating and distributing project reporting. The role demands someone that is proactive, someone that will act on information received to ensure quality detect and highlight deviations from plan and pending issues then take steps to resolve or escalate those issues.

The role is for someone that will champion internal process improvement and standardization of our methodology and tools across programmes and projects as well as providing guidance to senior project and programme managers as the improvements are rolled out. This implies a good knowledge of project management backed by some practical experience and an ability to work well with people of all levels to achieve objectives in a busy environment.

The PMO coordinator also provides support to the project managers were tasks are most efficiently performed centrally, typically around financial and billing, and occasionally with other ad-hoc activities.

Qualifications:

- BSc degree
- May have successfully performed a similar role previously but will have some project management experience and deep understanding and interest in the process of project management
- Understanding of project delivery and acceptance processes within a fast-paced business
- Experienced user of MS Office toolset (Word, Excel, Visio and PowerPoint) and possibly MS Project
- Ability to sort through complex data in multiple systems, understand and accurately filter information quickly.
- Excellent oral and written communication skills with a capability to turn data into presentable information
- Strong organizational and analytical skills – able to multi-task effectively and efficiently.
- Independent, objective, accurate, clear and concise reporting - not inhibited to raise and justify an opinion
- Able to win the respect of and thereby influence colleagues to bring about change

Application Instructions: Please email all applications to Kasey.harkins@dovetailsystems.com.

About the Organization: Dovetail provides best-in-class payments and liquidity management solutions that enable banks to simplify their infrastructure and deliver effective digital transformation. Solutions are available on premise or in the cloud, scalable up and down, across functional and volume needs and offer unrivalled customer and segment personalization. All are based on a single real-time architecture, providing flexibility for a bank in setting the pace of its modernization. Leveraging the continuing investment from Dovetail and its world-leading client base, banks can rapidly achieve a measurable return on investment, increase strategic agility and operational excellence, optimize total cost of ownership and ensure regulatory compliance.
Dovetail solutions are underpinned by a strong track record of delivery excellence and a team of talented and trusted professionals who provide sector expertise and thought leadership. This drives Dovetail’s reputation as highly professional, long term partners for global and local clients.