
Title: PMO Project Manager - APAC

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

Please visit [People20.com](https://people20.com)

Position Overview

Under the direction of the Head of IT APAC, the PMO Project Manager will continuously improve our global enterprise portfolio and project management capabilities in support of business/IT transformation. The position will interact with regional and global leadership and partners to rapidly evolve People 2.0 APAC's capabilities in line with strategic priorities.

The PMO Project Manager is a self-directed team player who will lead planning and/or implementation of enterprise projects through the full life cycle from project definition and approval through closing and all project deliverables in parallel. The PMO Project Manager will partner with business leaders aligned to the assigned strategic project/programs to deliver the anticipated project value while controlling cost drivers on assigned efforts. The PMO Project Manager manages medium to high level complexity projects and will maintain all project/program documentation including the project plan, project schedule, risk register and mitigation, and change/communication plans aligned to the PMO governance standards. The PMO Project Manager will work cross-functionally to solve problems and implement changes.

Primary Responsibilities

- Develop and maintain a project plan and schedule for all assigned projects. Track project timelines, resources, milestones and deliverables and changes following PMO governance standards.
- Define project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders.
- Effectively communicate with managers, peers and business partners on deliverables, timelines, risks, issues, and support as needed
- Coordinate the efforts of all project team members and contractors, influencing them to take positive action and accountability for their assigned work.
- Build, develop, and grow business relationships vital to the success of the project/program and any related projects.
- Conduct project closing and create lessons learned documentation identifying successful and unsuccessful project elements.
- Identify any issues/risks to program/project success and develop mitigation plans to manage them throughout the project life cycle.
- Coordinate with IT leaders to ensure that all program/project deliverables align with and support the strategic business goals of the applicable products.
- Responsible for the preparation and submission of weekly, monthly, or quarterly project status reports for assigned projects.
- Maintain highest level of professional conduct
- Represent our brand in line with and the company values, and always present in a professional manner
- Display a consistent desire to help or meet the service needs of both internal and external customers

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Skills and Qualifications

- 5+ years' of progressive experience working in IT and business portfolio management leadership roles
- PMI certification (PMP or similar) certification preferred
- Track record of successful delivery on complex business unit or IT transformation programs/projects
- Experience governing partner delivery, both onshore and offshore
- Exceptional communication skills, with the ability to synthesize complex issues effectively to senior leadership. Ability to communicate with both technical and non-technical resources at all levels of the organization
- Broad knowledge of product and IT delivery methodologies including Agile, SAFE, waterfall, and continuous delivery approaches
- Project and Portfolio Management experience within a PMO, specifically with a combination of IT and strategic business projects
- Outstanding influencing, interpersonal and networking skills to drive collaboration at all levels
- Proficiency in Microsoft Office; Project, Outlook, Word and Excel, Power Point, Teams

People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.