

Dear Job Aspirant,

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

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

**Company Profile :**

At Softdel, we empower global enterprises and OEMs to navigate their AI journey with confidence by leveraging our extensive expertise in IoT, Cloud, Data Analytics, and Product Engineering Services. We specialize in unlocking real-time data from machines and equipment, transforming trapped data into actionable insights that drive efficiency and sustainability. As a trusted Engineering and R&D partner, we bridge the gap between device connectivity, enterprise integration, and user interaction, enabling our customers to accelerate their AI readiness.

With two decades of experience and deep domain knowledge, we take pride in co-creating robust transformation solutions that empower our customers to drive innovative use cases, achieve tangible benefits, secure a strong return on their investments, and meet their sustainability goals.

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

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**Technical / 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