

Manager, Project Management Office-eLogistic

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Company: Lazada

Location: Vietnam

Category: business-and-financial-operations

Department: **Supply Chain & Logistics** Location: **Vietnam** Department: Supply Chain & Logistics Location: Vietnam **Job Description** Team and Role Introduction:

The PMO Manager will play a critical role in ensuring that our company executes projects and initiatives effectively and efficiently. This position requires a strategic thinker with excellent organizational skills and a strong background in project management. The PMO will be responsible for overseeing the PMO team's operations, ensuring that projects align with corporate strategy and are delivered on time, within scope, and on budget.

***Responsibilities:

- Providing strategic direction and oversight for project management processes, standards, and governance.
- Ensure that project management methodologies are consistently applied across all projects.
- Collaborate with cross-functional department leaders to prioritize projects and allocate resources effectively.
- Monitor the progress of projects, ensuring that they are progressing as planned and delivering expected outcomes.
- Provide support and guidance to project managers and teams, helping to resolve issues and mitigate risks.
- Develop and manage the PMO dashboard for tracking project status, risks, and performance metrics.
- Facilitate regular project review meetings to keep stakeholders informed and engaged.

- Oversee the maintenance of project documentation and ensure compliance with internal controls and external regulations.
- Lead continuous improvement initiatives to enhance project management capabilities and increase value delivery to the organization.
- Manage the PMO budget and ensure efficient use of resources.
- Foster a culture of excellence in project management throughout the organization.

Requirements ***Requirements/Qualifications(must have):

- Bachelor's degree in business administration, information technology, project management, or a related field.
- A minimum of 5 years of project management experience, with at least 3 years in a PMO leadership role.
- PMP (Project Management Professional) certification or equivalent is required.
- Extensive knowledge of project management principles, practices, and methodologies, including Agile and Waterfall.
- Proven leadership experience and a track record of managing and developing high-performing teams.
- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Excellent verbal and written communication skills, including the ability to effectively communicate with all levels of the organization.
- Experience in budget development and oversight.
- Proficiency with project management software and tools.
- Strong problem-solving skills and the ability to work under pressure in a fast-paced environment.

***Requirements/Qualifications(good to have):

- Using Microsoft Project management
- PMP (Project Management Professional) certification or equivalent is required.
- Extensive knowledge of project management principles, practices, and methodologies, including Agile and Waterfall.
- Proven leadership experience and a track record of managing and developing high-

performing teams.

- Strong analytical, planning, and organizational skills with an ability to manage competing demands.
- Excellent verbal and written communication skills, including the ability to effectively communicate with all levels of the organization.
- Experience in budget development and oversight.
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