

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **PMO Manager**

### **Our client:**

A leading international FMCG company based in Geneva.

### **Role & Responsibilities:**

- Role supporting the project manager for the effective project management of the PMTA Project acting as key enabler for project delivery but also guardian of quality and timely execution
- Effective project management will require an experienced individual, with strong know-how and sound judgment, thereby having the capability to anticipate potential risks/ issues, as well as efficient organizational/ communication skills and management breadth given the very large & complex number of internal stakeholders (R&D, SRA, GSC, Legal, CA, Commercial, IT, R&D and QA).
- Establish strong & effective relationships with the Work Stream Leads and other cross-functional PMTA partners, in order to effectively and efficiently leverage strong network and accelerate decisions making, identification & escalation of unresolved issues (budget, timing, technical obstacle, etc.) and provide mitigation alternatives.
- Responsible Responsible for setting up and managing common tools for project execution: - Availability calendar, room calendars, DLs, SharePoint etc.

### **Profile:**

- University Degree
- At least 5 years' experience in a similar role, preferably into a multinational
- Exposure to Scientific environment would be a plus
- Fluent in English
- Good working knowledge and experience of using Microsoft Office
- Good knowledge of MS SharePoint administration

**Contract type:** Temporary

**Rate of activity:** 100%

**Starting date:** ASAP

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
Ref : MM959683172