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