**Project portfolio manager PMO**

Reporting to Head of Projects

We are one big family in Rohlík. We see the world from the better side and we are constantly looking for ways to make each other happier. We know that even seemingly small goodies can be of great importance, and therefore, together with the rediscovered power of humanity and helpfulness, we return to our roots. To nature, honest craftsmanship and the countryside, where there is inspiration for all who believe that it is time for good things and especially for good food.

**Department Overview** (do NOT fill)

**Role Overview**

The Project Portfolio Manager is responsible for the oversight and administration of the project

portfolio. This includes working with top management and project managers, as well as other

departments to assess and document potential projects; oversee project commencement and

prioritization; ensure continuous monitoring and reporting on project status. He/she is the “go-to”

person for any questions or issues regarding the administration of a portfolio. Main activities and

tasks include but are not limited to portfolio projects parameters evidence, making sure all the

required documentation is in place, ensuring the timeliness of project status reports, alerting the

deadlines of project’s control points, basic portfolio statistics preparation and day to day project

managers support.

**What we expect from you**

* Ability to consistently, tenaciously and diplomatically enforce the project management governance
* Understanding of a big picture of changes ongoing in the company
* Excellent communication and interpersonal skills
* Accuracy and consistency in portfolio administration and ability to create statistics and reports for top management
* Being an ambassador of project management, sharing lessons learned and experience and educate colleagues to improve overall project management culture in the company

**What we look for**

* At least 2 years of proven experience in project portfolio management
* Proven competency to effectively interact at all levels across the organization, working to
* build and maintain successful relationships across all departments
* Excellent written and verbal communication skills
* Excellent organizational skills including attention to detail and multitasking skills
* Solid knowledge and related work experience of the project management
* methodologies, processes and lifecycle
* Experience with training, mentoring or coaching in the area of portfolio or project
* management is a plus
* PfMP / Prince 2 MoP / IPMA certification is a plus

**KPI’s typical for the position**

* Delivered business value
* Alignment with strategic company’s goals
* Quality of reports and statistics

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary corporate events

**Our Values**

* Customer is in the centre of our universe. Everything we do, we do for them
* Better done than perfect. We build, improve & mainly deliver
* We are brave. We are not scared of making decisions
* We keep learning. Information is power. Change is life and opportunity
* Market standard is not good enough. We aim to win, be the best and ahead of the market. We keep innovating
* We are open and honest to ourselves and to our colleagues. We are able to accept feedback
* We fight in tough environments. The most important is to have fun and keep helicopter view
* We are making the retail environment better