

PMO Assistant Manager

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Company: DIMENSIONS HOSPITALITY

Location: Saudi Arabia

Category: other-general

responsibilities of supporting the CEO in PMO projects, coordinating with department and project managers, and overseeing office management tasks. This title highlights the individual's involvement in project management activities within the PMO while also acknowledging their managerial duties and assistance to the CEO.

Job Description:

Position Overview: We are seeking a highly organized and detail-oriented individual to join our team as an Office Manager/Assistant to the CEO in the PMO Project. The ideal candidate will be responsible for supporting the CEO in various administrative tasks, as well as coordinating and managing projects within the Project Management Office (PMO).

Key Responsibilities:

Support the CEO in day-to-day administrative tasks, including managing calendars, scheduling appointments, and handling correspondence

Assist in preparing and coordinating meetings, both internal and external, by arranging logistics, preparing agendas, and taking meeting minutes

Collaborate with department and project managers to follow up on work progress, deadlines, and deliverables

Maintain and update project documentation, including project plans, status reports, and other relevant materials

Coordinate and track project timelines, milestones, and budgets to ensure projects are completed on time and within budget

Communicate with stakeholders and team members to provide project updates and address any issues or concerns

Manage office operations, including ordering supplies, overseeing office maintenance, and organizing office events

Qualifications:

Bachelor's degree in business administration, project management, or related field

Proven experience in office management, project coordination, or executive assistant role

Strong organizational skills and attention to detail

Excellent communication and interpersonal skills

Proficiency in Microsoft Office suite and project management tools

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