

PMO Coordinator

Evora IT Solutions, Americas

Who We Are:

Evora is an international system integrator focused on innovative digital maintenance and service solutions for global and regional customers in North America, Europe, Asia & the Pacific. As an SAP Gold Partner and ServiceNow Premier Partner, we offer consulting services, software development, and system integration based on standard components and products, as well as support & application management. By implementing best-practice solutions, we help our customers to be successful in tomorrow's world.

We are currently seeking a motivated team player to facilitate our Project Management Office. As a PMO Coordinator you will be responsible for facilitating the project management workflow helping to ensure successful execution of projects. You will work closely with our account executives, project managers, and other teammates and stakeholders throughout the project lifecycle to enhance our delivery processes and results.

Who We Are Looking For:

Your day-to-day responsibilities would include:

- Compile data for project portfolio governance including status reporting and resource utilization
- Assist with quality assurance processes by participating in data gathering, audits, and lessons learned reviews
- Contribute to continuous improvement efforts to standardize and document project management processes
- Become a subject matter expert in our system of record, SAP Business ByDesign, to support team members in efficiently leveraging the system and resolving issues
- Work closely with Sales Representatives in creation of customer accounts and sales orders
- Collaborate with Project Managers in the creation and maintenance of project plans, project controlling and invoicing
- Create and update PMO process documentation
- Develop and update training materials based on current processes
- Support training and coaching of internal resources on project management system functions
- Support month end closing activities through improved project and invoicing data quality



United States | Canada | Brazil | Germany | Austria | Switzerland | Spain | India

EvoraIT.com |  |  |  |  | 

What You Bring:

- Bachelor's degree in Business Management, Computer Science, Information Systems/Technology or similar preparation field, or equivalent years of experience
- Two years of experience in working in an ERP system; SAP Business ByDesign experience preferred
- Minimum of one year Project management or PMO experience
- Proficiency in Microsoft Excel and the Microsoft Office Suite programs
- Excellent problem-solving and analytical skills
- Ability to work independently and as part of a team in a fast-paced environment
- Strong verbal and written communication skills
- Experience in working for a consulting firm supporting multiple projects and customers

What We Offer:

- Work from Home
- Training & Development Programs (Learning Credits Available for Certifications)
- Competitive Paid Time Off Benefits
- Competitive Salary & Incentive Compensation Program
- Healthcare Plan (Medical, Dental & Vision)
- 401(k) with Employer Match
- Annual trip to Germany for International Co-Working week
- Sign on equipment bonus for full time employees
- High autonomy with the possibility to implement topics holistically and independently

Equal Opportunity Employment Statement:

Evora IT Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

To apply for this opening, please send an updated resume directly to our Talent Acquisition Manager, Kayla Fjelstul, at kayla.fjelstul@evorait.com.



United States | Canada | Brazil | Germany | Austria | Switzerland | Spain | India

EvoraIT.com |  |  |  |  | 