

JOB DESCRIPTION

SEDE DI LAVORO: **SESTO FIORENTINO**

TRASFERTE PREVISTE

- Occasionali
- Frequenti
- Molto frequenti

SUL TERRITORIO

- Nazionale
- Internazionale

DIRECTION: **DS&T**

DIPARTIMENTO O FUNZIONE (CdC):

PROJECT MANAGEMENT/PMO (202810)

JOB TITLE: **PMO Planner**

RIPORTA A [RUOLO]: **PMO MANAGER**

RISORSE GESTITE [N°; RUOLO] : **0**

DIPARTIMENTO O FUNZIONE

Il Project Management Office (PMO) ha la missione di definire e sviluppare progressivamente la metodologia di gestione comune dei Progetti supportando i PM con specifici e comuni servizi e tools.

RESPONSABILITÀ/OBIETTIVI DEL RUOLO

Project planners create project plans that identify team members, deliverables, time lines, strategies and objectives. By developing and updating the project plan, project planners promote consistency across the entire project and maintain constant communication with team members regarding status, delivery dates and potential risks. These professionals often act as team leaders and serve as the liaison between different project groups and project stakeholders. Other duties assigned to project planners include analyzing project expenditures and budgets, sending out progress reports to team members, reviewing and administering contracts and alerting management about issues or problems that may hinder project completion.

SKILLS

Project management and multi-tasking skills are needed in a project planner role. Because these professionals interact frequently with different levels and professionals within an organization, strong oral, written and interpersonal communication abilities are prized by employers. Other basic qualifications that are beneficial include knowledge of project management, word processing, presentation, email and spreadsheet software; and the ability to analyze, compile and distribute large amounts of data.

RELAZIONI

- Project Managers
- Engineer Managers
- External Services

EVOLUZIONE DI CARRIERA PREVISTA

- Grow in position: crescita nel PMO attraverso l'acquisizione di competenze relative a più ampie problematiche di Gestione e Organizzazione.
- Lateral move: possibilità di sviluppo in altri dipartimenti aziendali.

QUALIFICHE RICHIESTE

- Eta' indicativa: 23-30
- Titolo di Studio: Laurea in Ingegneria Gestionale
- Lingue [con livello richiesto]: INGLESE – MEDIO

SENIORITY

- Esperienze professionali precedenti minime totali: no.
- Esperienze professionali precedenti minime su ruolo: no

COMPETENZE TRASVERSALI/CARATTERISTICHE PERSONALI

- Must have → competenze gestionali, teamwork, condivisione delle conoscenze, crescita individuale, spirito innovativo
- Nice to have → competenze informatiche

PROVENIENZA

Neolaureato