

PMO Assistant / Project Management (m/f/d)



Join our team as a **PMO Assistant (m/f/d)** in our **UK office located in Wykeham**. This **full-time position** (40 hours/5 days a week) is perfect for individuals who excel in PO management, project quality assurance, and PMO support. With a salary ranging from **£35,000 to £40,000**, you'll play a crucial role in our project management operations and contribute significantly to our success.

Your Key Responsibilities

- Produce and manage **project burn-down charts** to forecast resource depletion and **set up new projects**, ensuring accurate project details.
- Act as a **Subject Matter Expert (SME)** in project governance support and measure **expected vs. actual resource use** for management review.
- Compile **hours reports for customer review** and ensure accurate **time sheet sign-offs**.
- Conduct **project health check reporting** and compile **project health dashboards** to provide up-to-date insights to stakeholders.
- Review and ensure **consistency and quality across project documents**, e.g. logs, reports, etc.
- Convert work into **branded templates and produce presentations** based on given inputs.

Your Skills & Requirements

- Proven experience in **project support roles**, with a strong understanding of **project management processes and tools**.
- Strong **analytical skills**, with the ability to produce **detailed reports and insights**.
- Very good **organisational skills**, with a **keen eye for detail** as well as excellent **communication skills**.
- Proficiency in **project management software** is preferred.
- A **team player** with a **proactive approach to problem-solving** and the ability to **work effectively under pressure**.