

Job Description: PMO Support



Department: Project Management Office

Job role overview: Supporting the project management office team in the UK, the PMO Administrator will be expected to integrate quickly within a cross-functional team spanning new motorcycle, accessory and business systems projects.

Report to: Project Coordinator

Location: Hinckley, UK – hybrid working pattern possible.

Duties and Responsibilities:

- Administrative duties across the PMO, including for example:
 - Issue stage gate slides to stakeholders according to schedule and compile presentations for Project Managers. Issue all reporting for stage gate sign off.
 - Administration of specification change requests.
 - Processing & administration of PMO freight shipments.
 - Support Project Managers with the delivery of press launch spare parts.
 - PMO documentation e-sign management, including procedures & accessory marketing lists.
 - Support Project Managers & Accessories Design engineers with ad-hoc parts requests.
 - Maintenance of SharePoint sites & folder structures.
 - Preparation and ownership of Business Systems Stage Gate Reviews, controlling agenda, roadmap and stage gate templates.
- OE Prototype Build Support
 - Assist OE Project Managers with prototype build preparation and delivery, to include:
 - Kitting and part readiness status.
 - Updating build readiness documentation (build matrix etc. where directed).
 - Creating and processing manufacturing part picks to support prototype build schedules.
- Accessories NMIP Support
 - Accessories new model kitting
 - Tracking parts, ordering parts, kitting & distribution of kits to teams, booking & issuing parts in the system for accounts purposes & stock control. Housekeeping of parts & supporting clear-down of parts locations and associated scrap.
 - Attend weekly meetings associated with the kitting process. Produce tracking logs, weekly summaries & any other documentation required in order to support the kitting process.
 - Any other PMO administrative duties as requested by your line manager.
- Domestic travel is expected, international travel is unlikely but not ruled out.

	Essential	Desirable
Qualifications and Attainments	Core GCSE subjects mandatory at grade C / 4 or above.	A-Level subjects desirable to evidence willingness to develop further.
Professional Experience and Skills	Impeccable organisation skills. Excellent communication skills. Proficient in the use of Microsoft office applications such as word and excel.	Familiarity with MS project desired but not required. Training will be provided. Experience in a similar role ideal. Understanding of manufacturing or logistics/inventory management would be desirable. Knowledge of Jira is also desirable.
Personality and Motivation	Motivated by taking ownership and accountability for delivering work to a high standard, in a timely and efficient manner. A desire to strive for continuous improvement. Works well within a team and independently. Expresses their views in a thoughtful and considerate manner but puts forward their own recommendations as a key team member and process owner. Expectation to work closely with project managers and project coordinators to understand best practice. Comfortable reporting to a number of individuals, although a single line manager will be confirmed.	Ideal candidate will have an interest in project management methodology and career progression.
Appearance and Characteristics	Well presented – professional conduct and appearance.	