

Lead Consultant], [PMO (ITO079003)

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Company: Genpact

Location: Montreal

Category: management

Lead Consultant), (PMO-ITO079003

Genpact (NYSE: G) is a global professional services and solutions firm delivering outcomes that shape the future. Our 125,000+ people across 30+ countries are driven by our innate curiosity, entrepreneurial agility, and desire to create lasting value for clients. Powered by our purpose – the relentless pursuit of a world that works better for people – we serve and transform leading enterprises, including the Fortune Global 500, with our deep business and industry knowledge, digital operations services, and expertise in data, technology, and AI. Inviting applications for the role of(Lead Consultant), Project Management

We are looking for a dedicated individual to join our team as a PMO. The responsibilities of the PMO include managing the day-to-day activities, providing guidance on PMO policies and processes, overseeing project management staff, and collaborating with other department leaders to develop projects and programs.

To be successful as a PMO, you should demonstrate strong leadership and communication skills. Ultimately, a top-notch PMO should be well organized and able to work under pressure. ResponsibilitiesCollaborating with other department leaders to define, prioritize, and develop projects.

Planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables.

Analyzing financial data, including project budgets, risks, and resource allocation.

Providing financial reports and budget outlines to Executives.

Overseeing the development of the project and ensuring that team members are carrying

out their tasks efficiently while upholding the company's standards.

Provide required support for the various governance activities of the engagement.

Provide required support for the required service management and reporting (including SLAs) of the engagement to various stakeholders (internal and external)

Drafting new and improving existing project management office policies and processes.

Provide required support for the various recruitment related activities including onboarding of resources.

Provide required support for billing and invoicing related activities.

Provide required support for various audit and compliance related activities.

Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines.

Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification.

Qualifications we seek in you! Minimum Qualifications A bachelor's degree in business, Administration, or a related field.

A Project Management Professional (PMP) Certification may be advantageous.

Preferred Qualifications/ Skills Excellent communication skills (verbal and written).

High energy, results driven person with strong interpersonal skills.

Able to work under minimal supervision and ability to build & mentor a team.

Experience in the IT industry would be an advantage.

Experience in a supervisory position may be advantageous.

Able to collate & produce quality reports for client meetings showcasing various progress in the file.

Highly disciplined and motivated, able to work independently.

Strong attention to details and technicalities.

Excellent organizational skills.

· Good interpersonal and multi-tasking skills.

Capital Markets Domain knowledge is preferred.

Well-versed with IT updates across industry/globe.

Strong leadership skills would be added advantage.

Genpact is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion or belief, sex, age, national origin, citizenship status, marital status, military/veteran status, genetic information, sexual orientation, gender identity, physical

or mental disability or any other characteristic protected by applicable laws. Genpact is committed to creating a dynamic work environment that values diversity and inclusion, respect and integrity, customer focus, and innovation. For more information, visit www.genpact.com. Follow us on Twitter, Facebook, LinkedIn, and YouTube.

Furthermore, please do note that Genpact does not charge fees to process job applications and applicants are not required to pay to participate in our hiring process in any other way. Examples of such scams include purchasing a 'starter kit,' paying to apply, or purchasing equipment or training. #J-18808-Ljbffr

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