



Job Title : PMO (Project Management Office)

OVERALL PURPOSE:

- Monitor progress
- Coordinate activities
- Projects deliver on time
- Documentation and Reporting

RESPONSIBILITIES:

- Planning project management, include setting deadlines, prioritizing tasks and assigning team member to various deliverables
- Analyzing financial data, including project budgets, risk and resource allocation
- Overseeing the development of the project and ensuring that team members are carrying out their tasks the efficiently while upholding the company's standards
- Accurately documenting the project's creating, development and execution as well as documenting the project's scope, budget and justification
- Ensuring projects are consistent with the organization's strategic objectives

REQUIREMENTS:

- Bachelor's degree in computer science, Information Technology, or a related field.
- At least two-year experience in project management
- The ability to build strong relationships with stakeholders and team members
- Willingness to learn and adapt with new trends
- Good English both verbal and written
- Time management

Contact Info:

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