

## **1. Job Title: District PMO Support**

**Qualification:** BE/B-Tech/Diploma

**Experience:** 2-6 Years

**Location:** Initially for **Maharashtra** but feasibility open for across India to relocate.

### **Role Description:**

- Will support the PMO team by performing project administrative duties as well as support the implementation of formal governance framework which will directly influence the efficiency and cost-effectiveness of the businesses projects and programs.
- Own and manage program and project dashboards against time, cost and quality. Producing accurate project control documents and ensuring that the project templates and standard presentation template are relevant and up to date.
- The role will also entail stakeholder and supplier management in addition to general project administration, producing minutes, preparing reports and presentations and providing key management information accordingly.

### **Skills Required:**

- Excellent Communication skills.
- Strong IT skills with experience in database management and advanced Excel for tracking and reporting.
- Preparation of procurement strategy
- Plan for source/mode and budget
- Adherence to the guidelines/plan

**Total Number Of Vacancy:** 2

If interested, kindly mail your updated CV at [hr@depl.co.in](mailto:hr@depl.co.in)