

About eAppSys: eAppSys was founded in 2012 as an Oracle Solution Provider by a team of Oracle experts. Today, we are a leading Systems Integrator providing Data Migration solution, SaaS solution, business solutions, managed services for enterprise applications like Oracle e-Business Suite, Oracle Fusion (Cloud), Oracle Cloud HCM etc. As an Oracle Partner, we provide business solutions, consulting and managed services from our London, UK., and Hyderabad., India offices.

Our focus is on providing top notch solutions and services to our customers. We consistently exceed customer expectation and achieved excellent customer satisfaction ratings. This has further enabled us to maintain long-term relationships with many of our current Customers and secure new avenues.

Job Title	:	PMO Associate
Job Overview	:	<p>We are looking for a dynamic PMO Associate to join our company.</p> <p>In this role, you'll be responsible for</p> <ul style="list-style-type: none"> • ensuring project tracking, management reporting • facilitate interactions between the PMO and project team. • enable the project teams (London, UK & Hyderabad, India) on their delivery goals and contribute towards the organisation business goals
Reports To	:	Head – PMO
Duties	:	<ol style="list-style-type: none"> 1. Perform routine tasks largely through precedent and referral to general guidelines. 2. Interacts with peers and direct supervisor. 3. Communicate effectively across all levels. 4. Execute daily works based moderate level of instruction and detailed instruction on new assignments. 5. Makes decisions impacting one's own work. 6. Acts as an individual contributor and as a part of a team, with a predetermined, focused scope of work
Responsibilities	:	<ol style="list-style-type: none"> 1. Ownership of assigned PMO tasks 2. Assist PMs in <ol style="list-style-type: none"> a. project coordination and reporting b. ensuring project teams are compliant on project processes.

	<p>3. Assist PMO Head in generation of various organisation / project level metrics.</p> <p>4. Generation of internal documentation</p>
Specific Skills :	<ul style="list-style-type: none"> • Knowledge of <ul style="list-style-type: none"> · Project Management domain · Flowcharting · Content creation • Very good knowledge in Microsoft Excel, MS Word, MS PowerPoint, MS Outlook
Personal Characteristics :	<ul style="list-style-type: none"> • Self-starter/ motivator - Dynamic “can-do” approach with a strong desire to make things happen. • Eagerness to contribute to a team-oriented environment. • Be creative with critical thinking approach in a problem-solving environment. • Strong communication (written and oral) and interpersonal skills • Excellent presentation skills
Educational Qualifications :	<p>MBA (any stream)</p> <p>Note.: Excellent academic record from 10th Class onwards (7.5 GPA and above). Mandatory to have zero backlogs in the current course at the time of assessment / interview</p>
Experience :	<p>Freshers – Class of 2023.</p>
Certifications :	<p>Any certifications or ex-circular activities with considerable participation in leadership roles will be a value add.</p>
Other Important Points :	<p>1. This is a Hyderabad location-based job only.</p> <p>2. eAppSys is looking for candidates who are willing for a 3-year commitment from the date of employment.</p> <p><i>Note.: eAppSys invests heavily in upskilling the resources on latest technologies before a candidate can work on active projects.</i></p>

Issue Details		
Approval Date	:	10 May 2023
Issued By	:	Team HR
Next Review Date	:	31 Jul 2023