



## PMO LEAD

Imagine being able to say you were part of the team who transformed commercial aviation! If you share our passion for bringing innovation to aviation, then we'd love to speak with you about employment opportunities at APIJET.

As the PMO Lead you will be responsible for monitoring, reporting, and overseeing the daily activity at APIJET. You will work closely with the Product Management, Engineering, Sales, and the Executive team to design, implement, and validate solutions for our customers.

### ACCOUNTABLE FOR:

- All customer and internal projects successfully completing:
  - Meeting or exceeding timelines
  - Within or below budget
  - Within specifications
  - Meeting customer requirements
  - With a customer satisfaction rating of 8 out of 10 or better
- SCRUM process – lead scrum masters and ensure compliance within the organization

### DUTIES AND RESPONSIBILITIES:

- The PMO Leads the organization made up of project managers and responsible for establishing/implementing tools, methods, standards, etc. related to Project Management
- Overall manager of APIJET program which is made up of individual but related projects which are managed by different project managers/customer reps, ultimately responsible for the success of the program
- Responsible for the organization's project portfolio, ensuring project's Epic and Stories are appropriately prioritized and staffed
- Leading team of project managers/scrum masters (including direct and dotted-line reports, employees, and contingent labor)
- Coordination across functions within Product, Sales/BizDev, Finance and Engineering to ensure project success
- Implementing improvements to reduce project cost and cycle time and improve quality, focusing on simplification
- Establishing consistent, consolidated program metrics and reporting from detailed information across projects including identifying common themes, risks and issues, and improvement opportunities to enhance visibility of project status
- Maintaining a close working relationship with APIJET Airline Account Managers / Customer Representatives

- Managing contracts and contracting process for contingent, project management/scrum master labor
- Hiring and evaluating performance of new project managers/scrum masters
- Acting as first-tier escalation for project issues

## REQUIRED SKILLS AND ABILITIES:

- A strong entrepreneurial spirit and understanding of what it takes to grow and develop a highly educated and motivated workforce that is focused on building a company from the “ground up.”
- A deep appreciation of shareholder value and customer value creation, and balancing interests between the two.
- Scrum master and significant experience with Agile software development.
- Understanding of unique technical challenges in the aircraft operational environment.
- Significant airline experience including existing relationships in the commercial aviation industry, both domestic and international, and a thorough understanding of airline operations, marketing, and supply chain processes.
- Excellent managerial and financial skills and the ability to take leadership over any business or operations area.
- Demonstrates strategic vision: A future-oriented and purpose-driven approach for guiding the business to what it can and should be.
- Superlative communication skills, particularly the ability to communicate as a leader.
- Thorough understanding of management and financial practices in all areas and phases of business operations.

## EXPERIENCE:

- Lead teams
  - Support project management/scrum master team members inside and outside of the PMO, at the level each needs to be successful with their project
  - Hold team members accountable for project success
  - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals; acknowledges team accomplishments.
- Prioritize and plans work activities while developing and setting realistic goals and objectives
- Navigate between program level, strategic focus and project level, tactical/detailed focus as needed
- Improve and simplify processes in a complex, chaotic environment
- Excellent communication skills including written form to keeps others adequately informed by selecting and using appropriate communication methods
- Excellent problem solving, decision making, and conflict resolution skills.
- 10+ years program/project management interacting with internal and external customers
  - PMP certification preferred
- 4+ years program management

- Scrum Master certification
- Process improvement

## PHYSICAL REQUIREMENTS:

- The company is headquartered in Seattle, Washington, working remote until 2022 and will then be back in the Seattle office.

Location	Seattle, WA
Remote Opportunity	No
Date Posted	August 11, 2021
Travel	Yes
Team	PMO Lead
Employment Type	Full-Time
Salary	DOE

***E-mail resumes to [jobs@apijet.com](mailto:jobs@apijet.com)***

*APIJET is an equal opportunity employer.*