

Senior Specialist, IT Program Management

Required Skills and Responsibilities

- Bachelor's degree in business administration or relevant field
 - 3+ years of proven experience as program coordinator or relevant position
 - Knowledge of program management and development procedures
 - Knowledge of budgeting, bookkeeping, and reporting
 - Tech savvy, proficient in Microsoft Office, JIRA, and Confluence tools; reporting tools such as Tableau a plus
 - Ability to work with diversity and multi-disciplinary teams
 - Excellent time-management and organizational skills, detail-oriented and efficient
 - Outstanding verbal and written communication skills
 - Excellent communication, documentation, organization, and interpersonal skills with the ability to interact with business partners to interpret requirements and design solutions
 - Self-motivated, quick learner who can deliver program assignments with minimal direction and can work under pressure
 - Understanding of agile methods and processes, and capability of contributing to an agile team
- Coordinate and facilitate delivery of the organization's objective key result (OKR), horizontal initiative, and continuous improvement target outcomes
 - Work closely with domain Program Directors and initiative leaders on program needs
 - Effectively communicate with technology management, Project Services, Strategy, Finance, infrastructure, and production support
 - Assist with planning and coordinating programs and their activities
 - Ensure implementation of policies and practices
 - Work to keep programs on schedule, within stated budgets, and functioning smoothly
 - Coordinate program communications for initiatives and improvements
 - Schedule and organize meetings/events, maintain agenda, and provide due date calendar management
 - Support growth and program development
 - Create and maintain program records, reports, presentations, and proposals
 - Reporting support work including data collection, analysis, report preparation, template creation, and organization on knowledge shares
 - Work backlog capture, grooming, and work task delivery
 - Ad hoc Excel work, collating data, recurring data validation