



Manager, Program Management Office

Job Posting #2103

Come join Asfalisis Advisors to make a difference! **To apply for this role, include a resume and cover letter to humanresources@asfalisisadvisors.com.**

Position: Program Manager

Status: Full-Time Employee/Permanent

Industry: Management Consulting

Start: April/May 2021

Location: USA – Remote. East Coast-based candidate preferred

Relocation: No relocation provided

Travel: Potential to travel 25%+

Salary: Depends on Experience. We offer a competitive total compensation package

Who we are

Asfalisis Advisors is a professional services training and advisory company specializing in crisis management and business resilience. Our purpose is to protect the legacy of leaders globally through business resilience. The way we fulfill our purpose is through helping organizations currently in crisis or supporting organizations to create their systems and infrastructure to prevent them from being caught off guard. Additionally, we are:

- Purpose driven
- Passionate about our work
- Unmatched in the level of energy and engagement we bring to crisis management and business resilience

We live our Core Values

Our Core Values are the only non-negotiables in our business. They are the heartbeat of our culture and it's the glue that ties us to our employees, customers, and partners. At Asfalisis, we live our work and personal lives in a manner that exemplifies our values:

- Be bold, be brilliant, be brief
- Show up
- Treat the Janitor like you treat the CEO
- Know your stuff
- Operate in truth and show integrity
- Make an intentional impact in the community

Who We Are Seeking ... Are You ...?

- Passionately seeking to grow your career in preparedness, response or recovery
- Eager to learn, hungry, self-starter who is thorough in your work
- Excited to work with other experts in a growing, dynamic organization with boundless potential
- Absolutely trustworthy and professional in your personal and professional life
- Able to demonstrate the Asfalisis Core Values



Purpose of the role

Further develop the Program Management Office and coordinate the end-to-end scope of internal and customer facing programs and projects. The following are the desired outcomes and key results:

Responsibilities

- Develop new and further build PMO policies, processes, and procedures.
- Guide the company through ISO certifications and audits.
- Lead the implementation of the [Entrepreneurial Operating System](#)® (EOS®)
- Lead and evaluate project managers and other staff.
- Establish and manage an operational dashboard for the portfolio with control deadlines, budgets, quality, customer satisfaction, and team performance.
- Apply and implement change, risk, and resource management to ensure project/program goals are achieved.
- Assess program performance and aim to maximize ROI.
- Develop an operations budget and operating plan for company products and services.
- Develop an evaluation method to assess program strengths and identify areas for continuous improvement.

Minimum Requirements

- Bachelor's degree or master's degree in business or related field.
- PMP certification.
- 5 years of program management experience.
- Proven stakeholder management skills.
- Proven experience managing a team.
- Experience using computers/technology for a variety of tasks.
- Competency in Microsoft applications including Word, Excel, Outlook, and Project.
- Ability to travel to support internal company needs and customer engagements.

Preferred Qualifications

- Agile PM
- Certified Scrum Master
- Previous experience as a project manager within Emergency Management – preferred
- Understanding of Traction and the EOS® model and/or experience implementing EOS®

Desired Skills, Traits, and Competencies

- Ability to build relationships
- Strong active listening
- Energetic
- Commitment to excellence
- Self-starter
- Effective communicator
- Understand your value and your voice
- Take ownership

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