



Camco Technologies – PMO Officer

Role

As a PMO Officer, you support the organization in monitoring, professionalizing, and structuring project management within the Project Department. You oversee processes, standards, reporting, and governance across the project portfolio and assist project managers in executing projects. Additionally, you play a key role in planning, resource management, and the general administrative follow-up of projects. You report directly to the Project Operations Manager.

Your Responsibilities:

- You monitor project resource planning and capacity, support the prioritization of projects within the portfolio, and assist project managers in preparing schedules, resource plans, and budgets.
- You ensure compliance with the applied project management methodologies and internal standards, conduct project audits and health checks, and ensure that project documentation, risk logs, and change controls are accurate and up-to-date.
- You prepare PMO dashboards, status reports, and KPIs, monitor project timelines, budgets, risks, and deliverables, and report project performance to management.
- You maintain and improve project templates, tools, and processes and identify areas for improvement to support continuous improvement initiatives.
- You act as a liaison between project teams, management, and stakeholders, support onboarding and training of project managers and team members, and manage administrative follow-up, including travel, the training register, and project documentation (e.g., using DocuSign).

Profile

- Bachelor's or Master's degree (preferably in Business Administration, IT, Economics, or a related field)
- 2 to 5 years of experience in a PMO role or project support
- Knowledge of project management methodologies (e.g., PRINCE2)
- Experience with MS Project, Excel, and reporting tools
- Strong organizational and analytical skills
- Accurate, structured, and proactive
- Good communication and stakeholder management skills
- Proficient in Dutch and English

Offer

- A challenging position within a growing high-tech company with international projects
- Competitive salary package with attractive benefits
- Opportunities for personal development and career growth
- A dynamic work environment with strong team spirit
- Possibility for hybrid working

<https://www.camco.be>