⊞ UOB

#08 - PROJECT MANAGEMENT OFFICE (PMO) ANALYST [FULL-TIME]

Location: Singapore
Nature of Role: Full-time

About UOB

United Overseas Bank Limited (UOB) is a leading bank in Asia with a global network of more than 500 branches and offices in 19 countries and territories in Asia Pacific, Europe and North America. In Asia, we operate through our head office in Singapore and banking subsidiaries in China, Indonesia, Malaysia and Thailand, as well as branches and offices.

Our history spans more than 80 years. Over this time, we have been guided by our values — Honorable, Enterprising, United and Committed. This means we always strive to do what is right, build for the future, work as one team and pursue long-term success. It is how we work, consistently, be it towards the company, our colleagues or our customers.

About the Department

Group Technology and Operations (GTO) provides software and system development, information technology support services and banking operations.

We have centralized and standardized the technology components into Singapore, creating a global footprint which can be utilized for supporting our regional subsidiaries and the branches around the world. We operate and support 19 countries with this architecture to provide a secure and flexible banking infrastructure.

Our **Operations** divisions provide transactional customer services for our businesses while also focusing on cost efficiency through process improvements, automation and straight through processing.

We are looking to hire a dynamic PMO analyst to join our company. In this role, you'll be responsible for ensuring all projects are running smoothly, on budget, and on time. You'll also liaise with project team members to gather, analyze, and monitor project data, as well as prepare project status reports.

To ensure success as a PMO analyst, you should be able to identify clients' business needs and meet them through effective project management and analysis. Ultimately, a top-notch PMO analyst should display analytical prowess and the ability to communicate effectively with staff members, management, and clients.

Job Responsibilities:

- Planning and implementing project management strategies, based on templates and toolsets.
- Ensuring project parameters meet clients' agreed-upon needs and expectations.
- Monitoring existing projects to ensure timely execution and completion.
- Gathering and analyzing project data to identify its weaknesses and resolve any time-related or budgetary snags.

- Liaising with project team members and providing suggestions or solutions to unforeseen issues when needed.
- Preparing project status reports for management review.
- Communicating with clients about the status and progress of their projects.
- Ensuring all project strategies are in compliance with company standards, as well as federal laws and regulations when applicable.

Job Requirements:
- A bachelor's degree in project management, or a similar field.
- A minimum of 3 years' experience as a PMO analyst, project manager, or a similar role.
- Excellent knowledge of project management strategies, processes, and tools.
- Ability to analyze a range of complex data and make decisions based on analytical findings.
- Great computer skills and knowledge of PMO software tools, such as Scoro, ProofHub, and Basecamp.
- Strong program coordination and administration abilities.
- Good critical thinking and problem-solving skills.
- Solid communication and interpersonal skills.
- Ability to thrive in a fast-paced environment and work well under pressure.

Be a part of UOB Family
UOB is an equal opportunity employer. UOB does not discriminate on the basis of a candidate's age, race, gender, colour, religion, sexual orientation, physical or mental disability, or other non-merit factors. All employment decisions at UOB are based on business needs, job requirements and qualifications. If you require any assistance or accommodations to be made for the recruitment process, please inform us when you submit your online application.