



PMO Associate Trainee

Department: PMO

Reports to: PMO Lead

Location: Delhi NCR, Remote

Type: Full-time, permanent

Role Description:

Are you a new grad looking to use your skills in a growing organization? Or a project management specialist looking to change industries? We're looking someone ready to dive in and learn how to project-manage in a global IT consulting firm. The PMO Associate Trainee will learn how manage the successful launch of product implementations. If you are incredibly organized, have excellent communication skills, and love understanding and improving processes, then we encourage you to apply. Full training will be provided.

Key responsibilities include, but are not limited to:

- Standardization of the Project Delivery & Quality Process
- Training & Socializing the Process to the Users
- Assist in setting up new Projects, Users, Forecast in ERP, CRM & DevOps System
- Maintain the Projects & User access in ERP & CRM Systems
- Support users in different geographical area and time zones
- Liaise with Other teams for requirements from Project Management system
- Training Users on the Project Management App and Ticketing App
- Data gathering & Analysis of Active Projects
- Process Adherence by the Project team
- Quality Assurance Review of Project
- Gathering and reporting Process Adherence on Projects
- Data gathering, Analysis & Reporting to management

Skills & Attributes:

- Excellent Communication & Presentation Skills
- Independent, self-directed, dynamic professional



- Eager to learn
- Team player
- Excellent academic records
- Knowledge of Project Management Practices preferred

Qualifications:

- BBA, MBA Operations/Project Management is desirable

What We Offer:

Our people-first policies define who we are as an organization. We offer a flexible and remote work environment, employer-paid benefits, and competitive time-off and pay. We actively encourage professional development and career growth in each team member. You can learn more about our values [here](#). If you like challenging and varied work in a supportive team environment, then we invite you to apply.

Who We Are:

OnActuate is a Global Information Technology and Consulting Firm. We are a gold-certified partner for Microsoft Dynamics as a Cloud Solution Provider (CSP) and value-added reseller in the U.S., Canada, India, Latam and Singapore. We have experience in implementing full-stack Microsoft solutions such as Microsoft Dynamics 365, Power Platform, SharePoint, Azure Services and related technologies across the globe. Our project implementation services are complemented by our advisory consulting and direct support services.

OnActuate has specific tailored solutions for organizations in Public Sector, Retail, Manufacturing & Distribution, and Financial Services to help them achieve rapid growth and solve their unique business challenges. Currently, in our 9th year of providing Dynamics ERP and CRM solutions, we have more than 150 consultants who specialize in Microsoft Technologies.

Thank you for your interest! Please forward resumes to: pf@onactuate.com.