

Project Management Office (PMO) Lead

Ref. PMO_CH_2410
Location: Steinhausen (Zug), Switzerland



About us

Welcome to Carlo Gavazzi, an international organization specialized in the development, manufacturing, and distribution of Automation Components. Our global footprint includes 23 owned sales companies and 5 manufacturing plants across the Americas, Europe, and Asia Pacific. Our Group's products (sensors, monitoring relays, timers, energy management systems, solid state-relays, safety devices) provide automation solutions for the global markets of industrial and building automation.

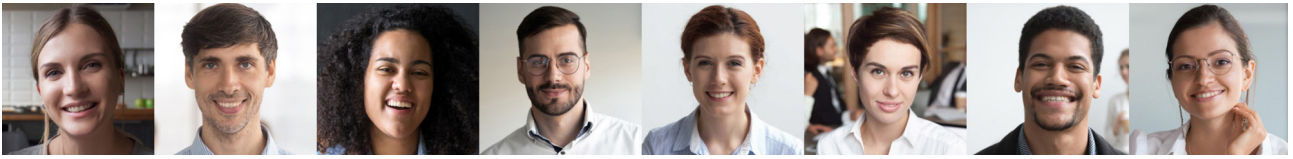
In a nutshell

Are you ready to embrace an exciting challenge? We are seeking an highly experienced and dynamic **Project Management Office (PMO) Lead** to be responsible for increasing transparency, accountability and momentum in the organization with a strong focus to provide strategic leadership and oversight over the project portfolio for the company transformation initiatives.

The role will serve as the right arm of our CEO and ensure that company decisions are effectively translated into actions and results through comprehensive project management across the organization.

What you will be doing?

- Act as the primary support to the CEO, assisting in all aspects of business operations & decision-making.
- Project governance – establish, maintain, develop and enforce project governance processes and PMO excellence. This includes templates, tools, methodologies and analytics.
- Stakeholder management – Identify and maintain relationships with key stakeholders, including (but not only) PL Directors, Sales Directors and the Corporate Management Team (direct reports to the CEO).
- Project portfolio management – Ensure transparency on progress on all ongoing projects through regular reviews, as well as pro-actively spotting opportunities and risks and ensuring ongoing projects contribute to the overall business objectives and customer value creation.
- Reporting/Analytics – Communicate progress, timelines, and deliverables to key stakeholders. Build PMO office.
- C-level communication – Independently create c-level presentations and communication material based on input provided by stakeholders and direction given by leadership
- Change management – act as a change agent role model, spot opportunities to influence key individuals in the organization and create ambassadors of digital transformation at all levels of the organization
- Drive Sales strategy alignment across product lines, provide thought leadership on how to extract value from digitalization
- Champion the maturity of agile methodologies across the organization
- Risk management – ensure proactive risk management practices are in place, including following up on mitigation actions
- Developing and coaching – actively investing in the development and growth of team members and project managers. Provide guidance, expertise, and experience to enhance their project management skills, leadership abilities, and digital/technology knowledge.
- Business acumen – demonstrate a strong understanding of the organization, business dynamics, and business objectives.
- Demonstrate the ability to navigate and thrive in ambiguous situations.



Sounds great?

Are you the PMO Lead we are looking for? Let's see:

- Bachelor's degree; at least 8+ years of experience in PMO/Program management/ Project Management.
- MBA/Master's Degree preferred.
- Dual experience in business (sales) and operations (manufacturing).
- Possesses strong knowledge of industrial and building automation markets and automation products.
- Passionate about identifying opportunities, build business cases, and delivering customer value.
- Fluency in English.
- Professional certifications in Project Management (e.g., PMP), SAFe is plus.
- Exceptional communication and presentation skills, with the ability to effectively communicate at all levels of the organization.
- Demonstrated track record of successfully managing cross-functional, cross-cultural projects in multiple time-zones.
- Proficiency in project management software and tools.
- Able to adapt and pick up new technologies quickly.
- Experience creating collaterals that enables standardization of solutions/applications to businesses, sales team & customers.

What's in it for you?

- We offer you entrepreneurship and trust: the opportunity to take responsibility and be accountable.
- You will be joining a team of enthusiastic and passionate professionals.
- You will be working on marketing and selling truly unique products. end-to-end. There is nothing more thrilling than seeing our work out there on the market.

Interested in finding out more?

Please send your CV to **GlobalTalent@carlogavazzi.ch**, indicating the role as reference you are interested in.

Browse our website (www.gavazziautomation.com) or visit our [LinkedIn page](#)

The **Data Controller** is Carlo Gavazzi AG with registered office in Sumpfstrasse 3, 6312 Steinhausen, Switzerland - info@carlogavazzi.ch