



PMO Administrator – Job Profile

Lifeplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent associates. Those Associates in turn receive a commission or bonus for the volume of business they generate based on a layered commission structure.

We are an established and successful international business with great ambition and a team of enthusiastic people who are all dedicated to moving the business forward. Lifeplus Europe, as the name suggests, specifically supports customers throughout Europe and delivers our products direct to consumers throughout the region.

We're on a journey! Reporting into the Head of PMO, this role forms part of a small PMO team created to help introduce a project way of working to Lifeplus.

The Portfolio Administrator will support the PMO team in the successful delivery of the Lifeplus portfolio by providing support to all projects and PMO services provided to the business.

The role will include but is not limited to:

Lifeplus project portfolio

- Scheduling meeting attendees and resources (rooms, video conference, telephone conference, flipcharts etc) for projects as required.
- Updating project schedules where needed for the Project Managers.
- Administering projects and creating reporting dashboards where needed in the Jira project tool.
- Under take any appropriate actions related to 3rd parties that are helping Lifeplus deliver change.
- Document management; ensuring that project documents, templates, and material are appropriately maintained, formatted and managed in line with agreed processes.
- Follow up with stakeholders and project team members re any outstanding
- Send status email to key stakeholders
- Follow up with stakeholders re any Actions, Risks or Issues they own that need to be progressed.
- Assisting, executing and tracking progress of the PMO backlog of activities
- Collating minutes from key meetings and workshops, and distributing to attendees and chasing up on actions.
- Supporting with resourcing across the portfolio; on-boarding of new starters including arranging building access, travel, desk allocation, PC hardware, accounts and software.
- Organisation of workshops, events, L&D/training sessions and other offsite activities as needed for both PMO and Lifeplus APM community.

- Support the Project Communication Specialist where needed to ensure that communication across the organization is effective.

Lifepius business as usual (BAU) portfolio

- Working with all HOFs to maintain a central BAU schedule, ensuring that it is up to date. This schedule is reviewed at the HOF meeting on a monthly basis.

The successful candidate will need to

- Be flexible and enthusiastic in their approach to work as they will be working on multiple projects with multiple stakeholders at any one time
- Have exceptional attention to detail
- Be proactively helpful
- Be IT literate – be comfortable using any software needed
- Be an advanced level user of the Microsoft office suite; Excel, Word, PowerPoint, MS Project – or be willing to become one.
- Able to communicate clearly and effectively at all levels.
- Able to work under pressure and to prioritise workload to meet deadlines.
- Able to work under own initiative as well as collaboratively.
- Able to solve problems.
- Use their initiative.
- Be open to and encourage continuous improvement and learning.
- Have or develop a thorough understanding of company systems, processes and procedures.
- Develop and maintain strong and effective relationships across the UK and US offices.
- Be able to prioritise and manage multiple tasks in parallel.
- Be calm under stress.

Working Hours

- Monday to Friday between the hours of 7am-6pm – Total of 37.5 hours per week. Flexibility in hours and days would be expected.

The responsibilities and attributes listed above is indicative it is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops. This is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.
-