

EasyDo Digital Technologies

<https://easydo.co/job/erp-pmo-specialist/>

ERP PMO Specialist

Description

Empowering our Clients with People-Driven Digital Innovation Across Europe. We are a Group managing digital IT services and solutions, driven by people, innovation, agility, and deep industry insight. We are working with the largest private and public institutions to deliver IT services and solutions. Being an entrepreneurial digital services group with a Human-Sized Tech Company, we are built by passionate experts and led by seasoned leaders in IT and digital transformation.

We are looking for a *PMO Specialist* to join our team and support the successful delivery of a *SAP S/4HANA Greenfield* implementation. This role will be based primarily onsite (4 days per week) at the client location, coordinating project activities, ensuring strong governance, and supporting cross-functional teams. The ideal candidate has PMO or project coordination experience within IT or ERP projects, is skilled in JIRA and Agile frameworks, and can work closely with both technical and business stakeholders.

Responsibilities

- Support overall project governance, planning, scheduling, and tracking for the SAP S/4HANA Greenfield implementation
- Administer and optimize JIRA for backlog management, sprint planning, reporting, and tracking of deliverables
- Manage centralized project documentation, meeting notes, risks, and process guidelines in Confluence to ensure alignment and transparency across teams
- Facilitate Agile ceremonies (daily stand-ups, sprint reviews, retrospectives) and drive continuous improvement initiatives
- Coordinate resource allocation across multiple workstreams based on project priorities
- Track and report on key KPIs, risks, and milestones, providing regular updates and insights to senior stakeholders
- Assist with financial and cost tracking for project activities
- Support SAP S/4 training and knowledge transfer efforts for end-users and teams
- Act as a point of contact between project teams and stakeholders, ensuring effective communication, conflict resolution, and issue escalation when necessary
- Ensure travel flexibility and coordination to meet onsite requirements at the client location (4 days/week)

Qualifications

- Proven experience in a PMO, Project Coordinator, or Junior Project Manager role, ideally within IT or ERP (SAP preferred) projects
- Proficiency with JIRA and Confluence administration, including workflows, dashboards, and reporting

Hiring organization

EasyDo Digital Technologies

Employment Type

Full-time

Date posted

September 2, 2025

- Strong knowledge of Agile/Scrum methodologies and experience working with cross-functional teams
- Familiarity with SAP (functional modules), with experience in support, training, or master data management being advantageous
- Excellent organizational and communication skills, with the ability to work across cultures and teams
- Ability to work onsite 4 days per week at the client location (travel required)
- Valid driver's license required for travel to the client site
- Strong analytical mindset with the ability to turn data into actionable insights
- Fluent in English (additional languages are a plus)

Job Benefits

Competitive salary and the opportunity to have a meaningful job where you can make a difference

- The chance to continuously evolve as a professional
- Variety of training opportunities
- Relevant career opportunities to get you where you want to be, with the IT knowledge you need
- Possibility to work in a dynamic and professional team in an international company with a strong background
- Medical insurance
- Meal tickets.

Contacts

With a team of 250 dedicated professionals, we combine technological excellence with a people-first culture. We believe in empowering talent, nurturing careers, and building long-term trust with our clients and our teams.

Or visit our careers portal: www.easydo.co/career