



flooring. movement.

Forbo is a leading producer of floor coverings, building and construction adhesives, as well as belts for power transmission and lightweight conveyor technology. For our clients, we offer tailored solutions that stand out for their functionality, quality, design, and sustainability. The company employs about 5,100 people and has an international network of 25 production and distribution companies, 6 fabrication centers, and 47 pure sales organizations in a total of 39 countries. The company generates annual net sales of about CHF 1.1 billion.

For our headquarters in Baar, we are looking for a motivated, structured, and approachable personality at Group level as

Corporate IT Coordinator and PMO (m/f/d)

This person is responsible for providing methodology and tools to manage the IT within the Forbo Group and would be the host and member of the IT Management Council. He/she is supporting the CIO in his overall responsibilities and day-to-day management in IT related topics and is also leading or collaborating on different corporate IT projects.

Main tasks:

- manage the IT project portfolio
- IT contract management
- lead in global IT budget and controlling process
- define and maintain IT standards for the enterprise architecture
- manage the IT documentation lifecycle, including policies, guidelines, and standards
- maintain the eLearning tool for cybersecurity awareness
- periodical analysis of IT benchmarks
- ensure the quality of IT relevant master data
- spearhead the ICS (internal control system), control objectives and ensure assessment for corporate IT
- monitor of IT performance measurement

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Additional PMO tasks:

- manage milestones and dependency plans on program level
- review overall program progress (schedule and cost metrics, project/program plan risks, and issues)
- approve remedial actions/solutions to escalated risks/issues
- present integrated management report to respective committees

Your profile:

- university degree in computer science or similar, professional qualification
- relevant experience in corporate IT
- experience with project management (PRINCE2 or PMI/PMP)
- solid experience with ITIL (information technology infrastructure library) or Cobit frameworks
- good understanding of IT processes and business drivers
- experience with business process and enterprise architecture modeling tools in a SAP environment preferred
- knowledge with LMS eLearning tools
- experience in working with workflow tools like K2 Nintex or Basware is helpful

What we offer:

We offer room for personal development, attractive employment conditions such as flexible working hours, remote work, food offerings and social insurance benefits.

As part of a global team, we offer you an extremely interesting and versatile position in which you can contribute largely. If you are curious to become part of a motivating working atmosphere with creative and challenging projects, then please submit your complete application documents to:

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