

# IT Intern, Project Management Office

Contact: GENUINE AUTO PARTS

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Address:

Atlanta

Price:

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**DetailsApplyJob Description:**Does being exposed to diverse parts of a fortune 250 company operation bring you excitement? Do you need hands on experience to help you figure out what part of a company drives you? If this sounds like it fits you, we would love to hear from you! NAPA Auto Parts, a division of Genuine Parts Company, with company headquarters based in Atlanta, GA operation.The IT Project Management Office Intern is a member of the APG IT Project Management Office (PMO). The PMO Intern will provide assistance to the PMO by executing various monthly and ad-hoc tasks. The PMO Intern will be an integral team player who helps to move the PMO forward.Responsibilities:Provide assistance to improve/develop, document and deploy standard PMO process flow diagrams and procedures.  Assist with development and delivery of monthly/quarterly PMO status reports.Assist with administration and improvement of the Project Portfolio Management tool (Clarity).Creation of training materials/programs, along with execution to target groups.Assist with creation and roll-out of new/improved processes or tools to project teams.May also gather requirements and assist Project Managers with deliverables on an as needed basis. Performance Skills:Enthusiastic about learning large and complex systemsDetail-oriented with strong organizational, analytical and communication skillsResults-driven with the ability to take initiatives, handle multiple tasks and shifting priorities and meet deadlinesAble to multi-task in a fast-paced, dynamic environmentExcellent problem solving skills, logical process thinking and end-to-end system conceptsThinks clearly and calmly under pressureInvestigates problems to establish real or hidden causesSolves complex problems with creative solutionsPlaces emphasis on client satisfactionMust be a team player with good interpersonal and communication skillsQualifications:Our ideal candidate:Currently pursuing a degree in STEM or Business fields 3.00 GPAResults-oriented, forward-thinking, confident undergraduates and graduates Effective written, verbal and presentation skillsExcellent interpersonal skills Strong research, analytical, problem-solving and decision making capabilitiesAbility to be flexible, multi-task, prioritize, and manage multiple activities simultaneously in a fast-paced, changing environmentStrong team player with the ability to take initiative and work well independentlyGPC believes the fair and equitable treatment of employees, customers, suppliers and other persons is critical to fulfilling its vision and goals. GPC conducts its business without regard to sex, race, gender, color, religion, marital status, national origin, age, pregnancy, sexual orientation, or ethnicity. GPC does not discriminate on the basis of information, such as military service status as a reservist or any other protected characteristics. GPC's policy is to recruit, hire, train, promote, transfer, and compensate employees on the basis of individual qualifications, without regard to any of the above factors.



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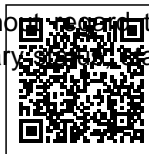
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