

PROGRAM MANAGER

Responsibilities:

Responsible for the cost, schedule and technical performance of company programs/projects or subsystems of major programs/projects. Directs all phases of programs/projects from inception through completion. Participates in the negotiation of contract and contract changes. Coordinates the preparation of proposals, business plans, proposal work statements and specifications, operating budgets and financial terms/conditions of contract. Acts as primary customer contact for program activities, leading program review sessions with customers to discuss cost, schedule, and technical performance. Establishes/coordinates design concepts, criteria and engineering efforts for product research, development, integration and test. Develops new business or expands the product line with the customer. Establishes milestones and monitors adherence to master plans and schedules. Identifies program problems and obtains solutions, such as allocation of resources or changing contractual specifications. Directs the work of employees assigned to the program/project from technical, manufacturing and administrative areas.

Requirements:

- Leadership and management
- Customer interaction
- Financial tracking and reporting – Earned Value Management (EVM) preferred but not required
- Schedules or baselines – MS Project
- Proposal exposure
- PMP certification preferred but not required