

Program Manager

Full Job Description

Coordinates activities with departments in providing technical, materials status and handling orders, customer feedback by performing the following duties personally or through subordinate associates.

Essential Duties & Responsibilities Includes the following. Other duties may be assigned.

The Program Manager will act as the primary point of contact for a variety of manufacturing functions and processes. Responsibilities would include but not be limited to all issue resolution (internal and with customers), program management as a whole, and other contract and management support in an Consigned Electronics Manufacturing environment. Must be able to handle an assortment of diverse customers. Day-to-day tasks would include interacting in a leadership role with production staff, maintaining critical Customer relationships, manage customer responsibilities and contractual agreements, and keeping pace with timelines/deadlines committed to customers.

Qualification Requirements

Knowledge of electronic assemblies and their components/documentation is a plus but not mandatory.

Willing to train the correct individual.

Excellent computer skills with an emphasis on Excel and ERP/MRP systems required.

Excellent organizational skills/ability to plan.

Capacity to handle multiple objectives and workflows.

Ability to work in a deadline oriented role.

Excellent capacity to work with diverse groups of people.

Commitment to high quality customer service interactions and consistent quality output.

Ability to develop and deliver professional presentations to a variety of audiences

Ensure all project requirements and/or objectives are correctly gathered, understood and properly

Education

Associate's degree (A.A.) from two-year college or technical school.

Experience

Six to twelve month's related experience and/or training; Or equivalent combination of education and experience.