



Program Manager

Department: Business Development/Sales

FLSA Status: Salary Exempt

Work Schedule: Day Shift, M-F

Job Status: Full Time

Reports To: Product Development Manager

Date Reviewed: 10/28/2020

POSITION SUMMARY

This position will lead cross-functional teams and is accountable to deliver programs on time and within budget.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Percentages are a representation only of the amount of time which may be required for each Essential Function. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position does not have any direct reports but will manage indirectly a program team of functional engineers and other functions. This position works closely with the Intec Account Manager to achieve Company goals while assuring customer satisfaction.

Essential Functions Statement(s)

- Travel requirements will vary and be up to approximately 35% at times
- Manage 4 to 8 programs
- Define tasks to be performed by cross-functional teams. Use task list to create a work breakdown structure, deliverables, and track status. Establish and monitor program timing with MS Project or Similar Gantt tool
- Serve as lead program interface with customer
- Establish relationships with customer stakeholders to assist to promote and negotiate Company program needs.
- Follow corporate product development process. Ensure the compliance of team members.
- Ensure prompt decision-making is executed by promoting consensus decisions, intervening, and escalating when consensus decision-making fails, and making unilateral decisions in the case of a deadlock.
- Background and knowledge of how the Automotive market launches programs is required.
- Manage program budget once established at kick off through NPA process.
- Create and manage Program Charter / Scope Documentation.
- Manage and enforce Program Scope Creep by customers with Account Manager assistance, as needed.
- Manage Engineering Changes and assure they are quoted to the customer when appropriate.
- Set team goals for timeliness, customer issues, and quality. Lead team to meet goals.
- Interact with all internal functions as necessary
- Negotiate resource allocations from functional managers. When a resource conflict occurs, negotiate a solution with functional managers and other program managers.
- Identify and anticipate program issues to drive resolution at the team level. If resolutions require management intervention, escalate to appropriate management personnel with proposed alternatives.
- Review selected suppliers and quotes and participate in supplier reviews/selection in coordination with purchasing.

- Interact and coordinate with outside suppliers for deliverables in unison with purchasing.
- Coordinate and oversee ordering of prototype and production tooling as necessary in coordination with purchasing.
- Audit task completion. Report major deviations from plan to appropriate management.
- Provide weekly status reports in requested format.
- Other duties as assigned

POSITION QUALIFICATIONS

Competency Statement(s)

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| <ul style="list-style-type: none"> ▪ Demonstrates a “whatever it takes” attitude ▪ Strives to continuously build knowledge and skills; Shares expertise with others ▪ Prioritizes and multi-tasks effectively ▪ Communicates clearly and concisely ▪ Performs well under pressure ▪ Remains open to others' ideas and tries new things ▪ Gives and welcomes feedback ▪ Contributes to building a positive team spirit ▪ Accepts responsibility for own actions in a professional manner; Follows through on commitments ▪ Possess highly developed attention to detail. ▪ Strong communication and collaborative skills in an international environment | <ul style="list-style-type: none"> ▪ Demonstrates accuracy and thoroughness ▪ Considers business impact of decisions ▪ Treats people with respect; works ethically, and demonstrates integrity ▪ Promotes a harassment-free environment ▪ Follows organizational policies and procedures; upholds organizational values ▪ Exhibits sound and accurate judgment ▪ Demonstrates persistence and overcomes obstacles ▪ Uses time efficiently ▪ Looks for ways to improve and promote quality ▪ Maintains good attendance ▪ Demonstrate well-developed analytical and problem-solving skills ▪ Demonstrate skill at conveying technical information to others |
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SKILLS & ABILITIES

Education

Minimum Bachelor's degree (B.S.) from an accredited college or university; and four to eight years related experience and/or training with an advanced knowledge of applicable products; or a Master's degree and three to five years related experience.

Experience

Two plus years' prior experience managing mid- to large-size engineering projects. Three plus years' experience in a supervisory position.