



Job Title: Program Manager
Department: Engineering
Reports: Engineering Manager
Education: BS in Engineering or Related Field
Experience: 10+ years

The Program Manager (PM) plans, designs and implements manufacturing processes to improve efficiency during the product development phase and the transition into the production phase. Support all RFQ's and communication per assign customer.

Position Responsibilities:

- Assure and verify compliance of manufacturing methods as defined on customer drawings, specifications, and purchase order requirements
- Create and manage all required Bills of Material in support of assigned product.
- Approve supply chain purchase order requisition and properly flow down the requirements of our customers.
- Approve new and revise customer purchase orders during the purchase order review and validate compliance
- Collaborate with other management personnel to develop and maintain new product and design change milestones.
- Submit tooling and program requests to appropriate manufacturing engineers with concepts
- Review and approve all manufacturing router processes on assigned projects
- Review and approve all Bill of Materials on assigned projects
- Review and approve all time standards on routers
- Review and approve all fixture designs and CNC programs
- Prepare and lead efforts pertaining to customer product reviews to include Production Readiness Reviews when applicable
- Review and disposition product repairs, reworks, and DMR's.
- Investigate and oversee root cause and corrective actions on assigned programs
- Ensure completeness of milestone plans and verify tasks for assigned products are completed accordingly.
- Lead efforts pertaining to customer escape utilizing all other engineering members to ensure accurate data is quickly available for review by the quality manager
- Review manufacturing cost data to ensure that the right plans are in place to meet the cost goals for assigned products.
- Responsible to ensure Phase 3 and Phase 4 tasks are completed and approvals are obtained for assigned products.
- Support and quote assign RFQ's per the QMS procedures and assign customers

- Participate in assigned customer communication pertaining to technical, quality, schedule and cost.
- Recommend safety & ergonomic improvements in our material handling devices, manufacturing tools, and workstations to accommodate best practices for shop floor personnel
- Generate monthly quality, delivery and cost reports for each assigned projects
- Participates in discussions with customers and suppliers as required
- Must be able to meet the duties and responsibility of the Manufacturing Engineer job description
- Must be able to meet the duties and responsibility of the Manufacturing Estimator job description
- Occasional traveling to customers and supply chain may be required.
- Build our relationship and partnership with assigned customers to grow our business and sales according to management's business plan.
- Other duties may be assigned as necessary

Additional Requirements:

Key Competencies and Success Factors:

- Ability to effectively make complex decisions with limited time and information and can determine decision making criteria based on priorities.
- Ability to collaborate effectively across multiple disciplines with internal and external resources.
- Strong analytical capabilities, with a basic understanding of statistical analysis techniques.
- Strong interpersonal skills, independent problem resolution, proven leadership ability, and the ability to manage the requirement of others.
- Comfortable leading discussion and debate both within peer group and with matrix business partners, operational partners and leaders.
- Working knowledge of ERP system.

Experience and Skills Required:

- Bachelor Degree in Engineering or related technical field
- Minimum of 10 years of experience in manufacturing and/or cost estimating
- Must have working knowledge of the CAD/CAM system use, shop mathematics, sheet metal fabrication, machining, welding, inspection methods, and coatings
- Must be proficient using Microsoft Office products
- Capable of mentoring employees
- Demonstrates good written and verbal communication skills
- Ability to work independently and on a team
- Ability to work on multiple tasks simultaneously

