



Title: Senior Program Manager East West Boston, Electronic Contract Manufacturing

Reports To: East West Boston General Manager

Strategic Responsibilities:

- Accountable for overall project success, customer satisfaction and business growth.
- Organize programs and activities in accordance with the mission and goals of the organization.
- Provide manufacturing and supply chain solutions for new and existing customers.

Tactical/Transactional Duties:

- Manage projects from purchase order through delivery of products.
- Direct and organize cross-departmental, customer and vendor activities through entire project life cycle.
- Responsible for project planning, tracking, problem solving and risk mitigation.
- Evaluate program activities and identify areas for improvement.
- Communicate project status and expectation changes to internal stakeholders and external customers.
- Identify training needs and opportunities; develop and implement plans for meeting those needs.
- Supervise team of Quotations Specialists. Monitor and support quotations processes ensuring accuracy, profitability and competitiveness.
- Providing support to manufacturing staff, as needed.

Education/Experience:

- 7-10 years' experience as Program Manager or Department Manager in electronic manufacturing industry is strongly preferred.
- 5 years' experience managing a team.
- Technical/engineering degree or experience in a manufacturing environment.

Skills:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Must be proficient in Microsoft Office software and MRP.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Lift up to 15 pounds at times.

Career Path: Consistent success in the role of Program Manager for East West Boston will create an opportunity to grow into a Sales or Business Development leadership position within the East West network of Business Units