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# Example of Associate Program Manager Job Description

Our company is looking to fill the role of associate program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for associate program manager

* Analyze results of market research, contribute to plan development and implement the programmatic elements
* Serve as a liaison across the organization and coordinate with MCM cross-functional teams and affiliates to ensure programmatic support of initiative strategies and tactics
* Volunteer engagement support
* Conference planning and management
* Daily and on-going client communications
* Analyze operational, supply chain and materials management data to identify potential problems
* Highlight current showstoppers for engine and NMA deliveries
* When needed, drive organizations to close showstoppers
* Highlight long term showstoppers for engine and NMA deliveries
* When needed, work with organizations to implement a plan to ensure closure

## Qualifications for associate program manager

* Required bachelor’s degree in electrical or mechanical engineering
* At least 2 years of experience with HW automotive development is preferred
* Automotive & xEVs experience is preferred
* OASIS database approval as an AEA Lead Auditor for AS9100 as a minimum, and AS9110 and 9120 a plus
* Work with leadership teams on driving actions and change to impact employee experience
* Partner with communication and work with leadership teams to ensure appropriate Connections communication