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# Example of Manager, Program Management Job Description

Our innovative and growing company is hiring for a manager, program management. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, program management

* Drive the implementation of all governance processes and tools to manage the portfolio of strategic programs and projects (NPD and LCM)
* Supporting teams to ensure they have the proper tools in place to articulate and realize benefits brought to the organization
* Supporting NPI teams to understand introduction related needs, tools to leverage and metrics required (aligned with DTV principles, SC readiness, stabilization metrics, etc)
* Influencing in a highly matrixed environment
* Monitoring of Capital and CIP commitments per the BP, supporting teams when necessary for Capital Review Committees
* Lead and integrate cross functional teams and manage deliverables in a matrix organization
* Lead, manage and direct the development and execution of integrated project plans relevant to the deliverables and ensure alignment across relevant functions and a smooth transition among pipeline stages
* Manage multiple projects across several departments while influencing project decisions in coordination with Medical Affairs, R&D, Clinical, Regulatory Affairs, Quality, Manufacturing and Logistics timelines
* Identify and implement solutions to improve tracking, planning and collaboration
* Ability to gain cooperation of others and effectively facilitates cross-functional meetings and discussions

## Qualifications for manager, program management

* Subject matter expert in absence management policies and regulations (FMLA, CFRA, ADA, OFLA, WFLA, Military)
* Business, Engineering, Finance
* A minimum of 7 years’ experience as Project, and / or Program Manager
* Demonstrated success in establishing PMO practices
* Mastering the software development and project/program management fundamentals (software development lifecycle and quality processes, such as scoping, costs, schedules, deliverables, change and risk management, and mitigation)
* Direct oversight of Program Management team