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# Example of Material Program Manager Job Description

Our growing company is looking to fill the role of material program manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for material program manager

* Serving as Integrated Supply Chain representative for and participate in all program level reviews and coordinate participation, as required, from other Supply Chain functions
* Function as the point-of-contract between the Program Office, Functional Management, the Customer, supplier relationships, and other stakeholders to coordinate efforts to ensure successful resolutions of program issues
* Manage the logistics requirements for the program and field sites
* Interact with Engineering / Engineering design reviews, Planning, Procurement and Manufacturing personnel to ensure appropriate drawings are released and program schedules are achieved
* Develop / review proposals & Statements of Work (SOW) to establish status metrics and reporting methods that assists with make / buy decisions, follows up on open purchase orders, verifies delivery, participates in resolving supplier issues, approves payment, and maintains necessary records of material movement throughout manufacturing and inventory cycle(s)
* Understanding and interpret customer requirements in order to work in partnerships with customers to derive solutions
* Manage assigned programs to meet schedules, performance, and budget commitments (contractual and expected)
* Support business unit forecasting by providing weekly/monthly sales and awards forecast to leadership and maintain insight into these forecast to provide supporting detail
* Communicate program requirements and support personnel (Engineering, Finance, Quality, Material Control, Purchasing, Manufacturing)
* Identifying issues impacting program performance and leading efforts to resolve them to closure

## Qualifications for material program manager

* Ability to be flexible, innovative, multi-task, work with speed and agility to drive tasks to completion and work extended hours as necessary
* Lean and Six Sigma Training and/or Certification
* Prior responsibility leading a team of individuals
* Able to develop advanced concepts, techniques, and standards
* Able to develop solutions to complex problems that require a high degree of ingenuity, creativity, and innovation
* Advanced degree within Supply Chain, Operations, Engineering, or Business Technical Education