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# Example of Program Administrator Job Description

Our company is hiring for a program administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program administrator

* Conduct comparisons of vehicle information, ensuring the finance contract is accurate
* Manually calculate and verify residual value of vehicles
* Record calculations and information in relation to finance contracts within the Agility Program
* Work with various partners to identify and resolve inconsistencies and amend in relevant systems
* Provide regular reporting on accuracy of information
* Work closely with the Product Specialist on additional administrative tasks as required
* Identify opportunities for improvement program risks, developing mitigation plans to prevent impact to overall program goals and performance
* Monitor program plans, schedules and budgets
* Embrace and utilize ACE operating principles for process improvements and issue resolution
* Responsible for making sure all incoming residents are ready to begin their clinical training by the beginning of their first rotation

## Qualifications for program administrator

* Minimum of one (1) year experience in a healthcare environment is required
* Product owner for EX, NS, M7M10 and SRK1K3K product family
* Report for Safety Stock/DOA Stocking/Leadtime
* Three plus years of Health Care Compliance related experience, including knowledge of conflics of interest principles, knowledge of health care laws and regulations affecting physician practices
* Knowledge of Adult Education process and EthicsPoint products or other management software
* Strong Word, Excel, PowerPoint, and other related computer skills