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# Example of Program Control Job Description

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

## Responsibilities for program control

* Manage the MSG Wet Lab
* Ensure annual recertification of wet lab equipment, as applicable
* Perform in-house testing to support marketing needs and regulatory investigations including basic analytical and microbiological procedures, assays and cycle count studies
* Develop laboratory Standard Operating Procedures (SOPs), Work Instructions (WIs) and Data Collection Forms for both in-house and outsourced lab work (as needed)
* Ensure current SOPs, WI and Forms are up-to-date and modify as required
* Perform all other essential duties as required
* Directs and supervises all support resources for the performance of project management/administrative support and coordination to a complex contract or project, task(s)
* Responsible for project schedule focus to management, tracking annual fiscal plans and monthly updates, payroll/personnel processing, maintenance and reporting, contract administration, purchasing, facility leasing and service administration
* Optimizes operating results in terms of cost, methods, and personnel, and implements quality assurance program directives
* Assists in defining and implementation of program schedules for all employee activities, including travel, benefits

## Qualifications for program control

* Technical skills in financial analysis and accounting
* Demonstrated proficiency in financial or accounting systems (SAP, Hyperion, wInsight, Business Warehouse, MPM)
* Bachelor’s Degree in related field (e.g., nursing, quality, physical or biological sciences) is required
* Minimum of 3 years experience working in the medical device reprocessing field is required
* Certification in Infection Prevention and Control (APIC) is required, or the ability to receive CIC credential within 2 years of employment is required
* Registered/Specialist Microbiologist (ASM) Certification, Certification for Flexible Endoscope Reprocessors (CFER) or other applicable certification is preferred