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# Example of Program Launch Manager Job Description

Our innovative and growing company is searching for experienced candidates for the position of program launch manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program launch manager

* Business Program Launch & Execution
* Collaborate with campaign leaders to build and drive time-bound project plans, including stakeholder mapping, to meet business requirements and expectations for the campaign
* Coordinate, manage and drive cross-functional meetings
* Responsible for tracking the status, escalating issues and providing updates in relation to overall progress against multiple project plans
* Establish an agreed workflow process to track key actions, agree timelines, solve issues and ensure all deadlines are maintained
* Update project dashboards to keep key executive stakeholders informed of progress and aware of any escalation requirements
* Work with peers to establish and align on best practices and consistency of process between campaigns
* Implement industry best practices in terms of project management, agile, into the operationalization process for campaigns
* Accelerate launch execution through continouous cross-functional alignment and early risk identification and mitigation securing flawless execution of globally defined “Must Haves”
* Lead deployment of and training for the SPIR process, ensuring standardization across all PLT locations

## Qualifications for program launch manager

* Logistics/Supply Chain Operational Background
* Experience with Excel is required, including use of lookups and pivot tables
* Experience communicating at all levels of the organization ranging from operations to senior leadership
* Experience in technical field is highly desired
* Material Handling Equipment (MHE), distribution, and large-scale construction experience is preferred
* Intermediate knowledge of MS Project and AutoCAD