Downloaded from <https://www.velvetjobs.com/job-descriptions/program-launch-manager>

# Example of Program Launch Manager Job Description

Our growing company is looking to fill the role 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

* Act as point of contact with Program Management, Sales, Engineering, Operations and other functions to plan and support phase gate deliverables to meet the customer milestones for launch, per SPIR
* Support the assigned locations to provide the plant equipment, infrastructure, tools, cost estimates and lead times as part of developing product cost and timing
* Assist the locations to provide Design Manufacturing Feasibility assessment feedback based on customer drawings, technical requirements and specific PPAP requirements along with plant customer quality team
* Establish APQP meetings to review project tasks and open issues and report-out to Program Management during regularly scheduled meetings
* Ensure the locations place purchase orders for equipment, tools and components with sufficient lead time to meet customer build dates
* Ensure the locations are supporting Customer DV-PV samples at the manufacturing plant for customer validation, if/when required
* Ensure the locations participate in Production Trial runs to validate process and confirm products meet customer specifications, capacity verification, scrap rates, cycle times
* Ensure Phase Gate Updates for project management and change management are provided by the locations, in accordance with the established process/system
* Ensure the locations load BOM accurately and on-time in the ERP
* Ensure the locations manage tooling labeling and invoicing to customer in accordance with the standardized process

## Qualifications for program launch manager

* Ability to think both strategically and tactically, with a results driven mentality
* Highly analytical and data driven, combined with strong commercial acumen
* Experience in leading a team with excellent people management and coaching skills
* Product management and product launch experience for an e-commerce business
* Commercial or marketing experience for an e-commerce business
* Three plus years of experience required as a program manager or project manager