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# Example of Program Launch Manager Job Description

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

## Responsibilities for program launch manager

* Responsible for driving accountability with individuals who own actions on the plan
* Develop and maintain all applicable project documentation
* Responsible for building and maintaining highly collaborative and effective working relationships with team members including navigating new ways of getting our work done
* Facilitate problem solving and support
* Champion standardized Global Launch Framework and end-to-end processes
* Business partner with the Global Commercial Lead to co-lead launch sub-teams and prepare Monthly LPT Launch Management Reviews and align on risks, issues and corrective actions with continuous focus on launch priority and risk mitigation by stage of launch via Launch Framework, Tools & End-to-End processes
* Drive LPT preparedness for 6-monthly Launch Management Deep Dive Reviews and Go-no-Go Gate Review @ -L-24 to ensure preparedness of brand strategy and program deliverables for go-to-market handover to early launch country teams
* Collaborate with Global Program Manager as custodian of IPP milestones to ensure one source of truth
* Promote and drive on-going use of Launch Framework and end-to-end processes at cross functional launch team level, supporting a sustainable and high performing launch capability
* Support and enable best practice sharing and cross functional collaboration across programs, sub-teams, functions and franchise

## Qualifications for program launch manager

* Strong process & project management capabilities, with demonstrated versatility in project management tools
* Must be a creative leader who is able to inspire others
* Ability to keep a holistic view over a larger team project portfolio with projects being in different project stages, taking place in different geographies, for long-term resource planning and mid/short-term resource assignment
* Capable of communicating effectively with a wide spectrum of members of the organization, which includes Project/Program Managers, Senior Managers and Executives, the heads of NA AMZL network and corporate support teams
* This position is part of a highly visible program and will include direct reporting and communications with senior leaders in the company
* 10 yrs of project and program management experience