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# Example of Program Management Mgr Job Description

Our innovative and growing company is hiring for a program management mgr. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program management mgr

* Provide strong leadership, guidance, coaching, and support to project and program managers
* Assist with prioritizing projects based on company objectives dealing with changing functional needs, resource capacity constraints, risk exposure, and interdependencies
* Ensure all projects are well defined, planned, and resourced to deliver per schedule of the overall program timeline
* Provide visibility to project status (key decisions, dependencies, issues, risks, metrics)
* Responsible for compliance on all strategic project execution to ensure successful delivery to meet the performance objectives
* Centralized and decentralized resource management, capacity and demand planning, and reporting for full cycle planning and resource management
* Manage daily PMO operations
* Communicates status of the project and program portfolio to all related stakeholders to secure continuous organizational commitment and provide centralized reporting
* Lead daily and weekly technical support operations management
* Define and recommend the outsourcing strategy for WW English D2TS operations

## Qualifications for program management mgr

* Strong analytical reasoning with an ability to influence key decisions based on technical judgement
* Understands root cause analysis, engineering theories, design principles, evaluation techniques, change control and documentation control
* Substantial management experience with human resources responsibilities
* Understanding of the requirements specified by the FDA, OSHA, ISO, QS, and governmental agencies
* Possess a Project Management Professional (PMP) certification
* Familiar with using decision support tools