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# Example of Program Management Mgr Job Description

Our company is growing rapidly and is looking to fill the role of program management mgr. 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 management mgr

* Integrate lessons learned from proposals, pursuits, and other customer engagements
* Manage and execute the intake and publish process for our MDM and reference data publication
* Resolve data-related quality and governance issues
* Understand reference data integration needs, data sources, and contributors
* Identify and advocate for investments that lower our costs and enable new capabilities
* Ensure quality of data publish
* Proactively identify deployment risks and mitigate them
* Coordinate with BI leadership to implement cross-functional initiatives and ensure standardization of deliverables across multiple BI teams
* Coordinate and manage special projects as assigned by the GVP, Business Intelligence
* Responsible for managing the project / program governance policy for the APAC region

## Qualifications for program management mgr

* PMP, Agile or Scrum certifications a plus
* Must possess a Secret security clearance at contract start
* Demonstrated expertise in large scale Combat Systems (CS) Alteration Installation Team (AIT) program management execution - MS Office Expertise
* 5+ years’ experience in outsource vendor management or related field with customer service background desired
* Experience with CMS processes, procedures and policies -project management (PMP) certification
* Program Management Certification Level 1 desired