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# Example of Program / Senior Program Manager Job Description

Our growing company is hiring for a program / senior program manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for program / senior program manager

* Independently engages additional resources as needed to address obstacles or delays
* Adjusts the program per management guidelines as delays or obstacles are experienced
* Demonstrates intermediate knowledge / application of Program Management techniques and approaches including familiarity with vocabulary
* Effectively uses project management tools in scheduling and staffing plans, with an understanding of task durations and dependencies
* Very limited supervision by management is expected in this position, work independently required, self-motivator
* Supports early stage go to market activities and smoothly transitions to marketing & sustaining Engineering
* Prepare and deliver seminars, one-on-one’s and other methods of education in order to modify client behavior to ensure travel management compliance
* Oversee multiple projects from initiation to completion
* Communicate project progress to internal stakeholders, senior management, and outside partners (as appropriate)
* Identify and communicate issues, risks, and mitigation strategies to key stakeholders

## Qualifications for program / senior program manager

* Knowledge of Lean, Six Sigma and Kaizen techniques desirable but not essential
* Technical (Math, Engineering, Science) Bachelor’s Degree from an accredited university
* 5+ years’ experience instructing Executives, Managers, Associates and CI champions on Lean methodologies and/or Technology Projects
* Experience with one/more of software platforms, platform based apps, web services, APIs and UX
* Payments industry knowledge
* 6+ years of e-commerce, marketing, product/program management, consulting or related experience