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# Example of Program Specialist Senior Job Description

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

## Responsibilities for program specialist senior

* Provide execution support for the Idea Funnel (I2P) process
* Conduct research into new technologies and trends, while evaluating the potential for generating new revenue streams or impacts on operating models
* Manage Close the Gap (CTG) hospital sites with a focus on hospital task force meetings and educational event execution
* Manage coordination and prioritization of current and new strategic and local partner development requests/opportunities (healthcare professional societies, advocacy groups, community organizations)
* Lead the creation and updating of educational materials for healthcare professionals and patients
* Project lead for Salesforce.com transition (Lead customer relationship management (CRM) metrics reporting and partner with team on data entry requirements)
* Manage team projects to ensure successful execution of CTG programs/deliverables
* Performs a variety of administrative and clerical support activities, including office supply orders, filing, reserving meeting rooms, ordering food, scheduling appointments, financial and travel paperwork, and occasional errands
* Supports ad hoc requests from the project that are deemed urgent and necessary and that align with his general skill set
* Leads specific (to be determined) work streams to accomplish agreed upon project or program level objectives

## Qualifications for program specialist senior

* Experience working directly with doctors & hospital administration on educational events
* Medical device or healthcare industry work experience
* Experience working with students in a study abroad or global setting
* Demonstrated experience using multiple computer software programs
* Bachelor's degree in Engineering, Business Administration or Management
* 15 years experience in direct program management support to an acquisition or integration program office (PEO/PMW) preferred