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# Example of Project / Program Manager Job Description

Our growing company is searching for experienced candidates for the position of project / program manager. 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 project / program manager

* Create operational framework to digitize, scale and support business processes
* Establish robust processes for org adoption and change management
* Ensures that TMC operations are conducted in accordance with the DOT policies and industry standards
* Responsible for developing and maintaining a semi-annual update of the SOP, SOG and other required technical or procedural documents to conform to the current status of the ITS deployment, ATM Software and other software systems, DOT policy, TMC policy and industry standards
* Reporting to the Head of Product Development, you will lead the coordination of product release management activities across product management, multiple development and test teams, product operations, business units and functions in compliance with the company’s documented release management process
* Impact is on the entire function or process
* Present to functional leadership, to executive management, the health of the projects and the mitigation actions needed for any corrective measures needed
* Ensure successful kaizen events by installing and ensuring compliance to the kaizen process (includes
* Work with cross-functional teams from Quality, Manufacturing, Engineering, Supply Chain and other disciplines to develop and implement innovative information systems
* Work with Global Information Systems group in defining systems architecture, technology and development roadmaps

## Qualifications for project / program manager

* Lean training and understanding
* Familiarity with ISO9001, TS16949 quality system requirements
* Resources Industry experience advantageous
* Competent in the use of PMP, project management and analytical software tools
* Scope definition with support and guidance from product lead
* Issues and Risk Management