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# Example of Senior Program Job Description

Our growing company is looking to fill the role of senior program. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for senior program

* Operate in a matrix environment, collaborating closely with operational roles, sales, marketing, and other groups to manage critical projects on time and to a high level of quality
* Oversee the development and maintainance of scorecards and dashboards for projects, including defining and tracking program specific KPIs
* Mentor and coach team members on program and project management as appropriate
* Build strategic relationships with key leaders in go-to-market functions in EMEA, and work closely to understand decisions and drive execution
* Synthesize information from disparate sources with thorough analysis to present meaningful conclusions
* Represents Company as chief negotiator and manager of comprehensive weapons and or reimbursable product/service programs
* Company representative as primary expert to identify programmatic and technical opportunities pertinent to key weapon program viability
* Leads team to negotiate, establish, communicate and gain scope for key weapons and/or reimbursable product/service programs
* Directs the overall financial planning, monitoring, reporting, scheduling, network analysis, and the preparation and release of strategic plans required for program/project planning
* Directly manages the technical, strategic and customer liaison function with company, Department of Energy, design agencies, laboratories, integrated contractors and other government agencies for key weapons and growth programs

## Qualifications for senior program

* Extensive experience in program, and/or project management in leading cross-functional teams in delivery of major new products or services in ecommerce, retail, logistics, supply chain, internet products or related fields
* Minimum 1 year of project management experience required
* Therapeutic Area experience in Biologics required
* Assignment on cross functional teams and matrix management experience preferred
* The ideal candidate should possess a strong customer and employee satisfaction record
* 5+ years’ experience in cross-group, cross-functional roles