



Example of Associate Program Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of associate program manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for associate program manager

- Associate Program manager for Automotive electric devices (Motor, Inverter, OBCM, Battery Pack, Drive Unit,) is responsible for supporting program manager in development timing & deliverables, HW issue resolving, issue review with customer and provide the required test results to launch program successfully
- Directs and coordinates activities of program personnel to ensure programs progress on schedule and within budget while meeting established customer requirements
- Drives the planning and implementation of multiple programs across the organization
- Responsible for taking and reporting minutes, arranging meeting, controlling documents and monitoring work breakdown schedule tasks
- Introduce concepts of new style of talent and culture through adoption of tools and approach like Dojo, Kanban
- Manage preparation of customer visits - presentation, agenda
- Manage on-time-delivery (OTD), Customer Monitor (RYG) and Customer Satisfaction Survey data and reporting with Program Management (PM) team and site staff
- Maintain weekly consolidated site program summary
- Maintain and update the monthly operations site/program overview for Monthly Operations Review
- Maintain the Customer Focus Team (CFT) matrix for the site

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- Experience administrating large tournaments with 1000+ players
 - Experience developing rule sets for eSports competitions
 - Experience developing budgets, coaching, supervision, staffing, project management, process improvement, tracking budget expenses, self-development, and planning
 - Strong understanding of financial policies and procedures
 - 5+ years' experience in digital media / marketing, with experience in scaled product and platform management
 - Project management and organizational prowess