



Example of Group Program Manager Job Description

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Our innovative and growing company is looking for a group program manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for group program manager

- Liaise program vendor relations in partnership with the VMO to monitor & achieve vendor quality, experience and cost standards
- Maintain continuous improvement initiatives by compiling and sharing lessons learned with all impacted stakeholders
- Evangelize improvements to IS processes, procedures, methodologies, tools and systems
- Develop and implement a strategy to enhance participation in and the effectiveness of Veteran BRGs to meet the developmental and community service needs of Veterans in JPMC
- Effectively partner with HR Business Partners, JPMC's Office of Diversity, and Business Stakeholders & Other Support Functions in developing and executing programs and strategies. Develop and manage relationships with Business Resource Groups (BRG)
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- Support and where necessary help develop international BRG programs and align them to MVA efforts and initiatives
- Develop internal and external public, private, and non-profit partnerships to collaboratively address the needs of Veterans and foster relationships with Veteran BRGs
- Coordinate with firm-wide established internship and educational programs to create Veteran earmarked seats and other related opportunities
- Develop project reporting and tracking documentation

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- Proficiency with MS Project and Agile management work tools & environments
 - Expert in technology domains
 - Minimum 5-7 years experience in project or line management (team size >40 members)
 - Ability to manage very large teams at multi locations and multi countries
 - Fluent technical and commercial English skills, good knowledge of german language desired
 - 5 or more years managing business users or IT technical resources