



# Example of Materials Program Manager Job Description

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Our innovative and growing company is searching for experienced candidates for the position of materials 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 materials program manager

- Assume primary responsibility for program planning and management necessary to meet commitments for deliverables within schedule and cost
- Advance process and product development to commercialization
- Coordinate and direct work by engineering and experimental staff within NTM and with outside organizations as needed
- Interface with Contracts, Purchasing, Legal, Finance and Facilities as necessary to accomplish program objectives
- Work directly with government sponsors and partner industrial organizations to define, contract and execute the work
- Identify critical R&D needs and work with management to obtain funding and support
- Develop a secure supply chain for critical materials, components and equipment
- Hire and supervise direct reporting personnel as needed to execute responsibilities
- Implement program procedures to ensure consistent high quality work
- Formulate, organize and monitor inter-connected customer critical projects across the Specialty Chemicals and Engineered Materials (SCEM) division to meet our Accelerated Materials Learning Curve (AMLC) program requirements

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- Experience in lean materials/logistics required (PFEP, JIT/JIS, Kanban, SWIP)
  - Able to identify problems, apply structured and disciplined methodology to identify root cause using data and design barrier to eliminate or alert error in the process
  - Collaborate with cross functional team members for SPOR creation and finalization
  - 5-10+ years of relevant job experience in consumer electronics, hardware and devices
  - Ability to design and deliver compliance and awareness capability building programs, and manage third party auditing services
  - Track record of being an enthusiastic, creative, resourceful and effective team player with experience of leading and influencing internal and external resources to ensure successful outcomes