



# Example of Materials Program Manager Job Description

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Our company is looking to fill the role of materials 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 materials program manager

- Resolve projects' higher scope issues and prepare timely status reports for program directors
- Develop project scopes and objectives, ensure resource availability and allocation, involving all relevant stakeholders (internal and third party/vendors) ensure technical feasibility
- Apply change, risk and resource management to ensure all projects are delivered on-time, within scope and budget
- Develop a detailed project plan to track progress and measure performance using appropriate systems, tools and techniques
- Establish/Manage the relationships with the client, stakeholders, and third parties/vendors
- Establish and manage contracts with in-country 3rd party provider(s) to collaborate with resources and other in-country sourcing partners
- Prepare and research possible in country partnering sources for added value services to assist with vetting in-country suppliers
- Create resource plans to identify and perform due diligences with supplier candidates and component sourcing opportunities
- Manage procurement and supply chain management efforts
- Responsible for identifying and assisting with qualifying suppliers in the Middle East, primarily the UAE/Saudi Arabia for selected parts from the bill of materials (BOM)

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- Very strong written and verbal English communication skills, Mandarin &/or Spanish a plus
  - Knowledge of IT systems for product compliance and sustainability management
  - Solid working knowledge of binding elements of a contract, standard company contracts and agreements
  - Apply exceptionally strong negotiation and persuasion skills to obtain best contract terms, agreements and to resolve/help resolve extremely critical matters
  - Must have a thorough knowledge of purchasing and planning, material procurement, MRP/ERP planning and transactions, BOM structures, and material estimating and Basis of Estimate creation
  - Identify issues early in the build phase and monitor/drive these to resolution prior to ramp