



# Example of Materials Program Manager Job Description

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Our company is growing rapidly and 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

- Use MS Project for all project plans
- Converting manufacturing and business requirements into actionable strategies and tactics as they relate to BOM risk assessment, inventory health/optimization streamlined/reliable supply chain and total cost to business
- Coordinates and monitors the acquisition of materials in support of NPI programs/projects and ramp readiness
- Executes contractual requirements meets with suppliers to discuss performance, cost opportunities, and future operational strategies
- Must work closely in collaboration with Program Mgrs, Design Engineers, Commodity Management, and Factory Manufacturing Teams to define customer demand and early raw materials requirements, influence supplier and component selections, and driving planning and procurement activities
- MPM to provide assessments/status to all stakeholders including multiple management levels, establish contingency and gap closure plans, and monitor & track program indicators
- Must use judgment in data analysis to develop and design solutions for complex processes
- Periodically review and update CalARP documents to maintain compliance
- Complete required 5-year updates to CalARP Risk Management Plans, and

- Develop and implement CalARP compliance training for ammonia in conjunction with facility environmental and plant personnel

## Qualifications for materials program manager

- Must be analytical and detail oriented -Strong written and oral communication skills with the ability to present to management a must - "Strong User" of Excel and an understanding of Excel Modeling techniques a must -Technical expertise and prior OEM management experience a plus - Chinese language skills a plus
- Identify supply chain on modules and components to ensure that we understand any new challenges associated with the new product
- Play a key role in the allocation of components that are in short supply
- Build inventory departments for rapid prototyping
- Typically requires a Bachelors, Masters or PhD in engineering, science or a related technical field thirteen or more years of progressively complex program administration experience with at least seven of those years managing programs
- A Masters degree in Mechanical Engineering or Materials Science or a closely related field is highly desirable