



Example of Materials Program Manager Job Description

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Our innovative and growing company is hiring for a materials program manager. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for materials program manager

- Manage the development, implementation and evaluation of the CalARP, Marine Oil Spill Response Plans, and PCB compliance programs company-wide
- Develop compliance management processes in response to changing regulations, programmatic performance evaluations or enforcement actions
- Represent company with Federal, State and Local environmental regulatory agencies during rule-making procedures and compliance negotiations including resolution of notices of violation or administrative enforcement orders
- Manage vendor performance, contracts, resources and budgets
- Track and report OEM Clear to Build (CTB)
- Lead regular meetings to communicate plans with Supply Planning team in San Francisco and Dublin
- Support Planning team E&O, in conjunction with the EMS, commodity management and factory ops teams
- Develop processes and data dashboards at the contract manufacturer to accomplish above responsibilities
- Participate in QBRs (Quarterly Business Reviews) with OEM to review performance and provide improvement plans
- Any other duties the Employee may be instructed to carry out by the board of directors from time to time that are reasonably within the scope of the Employee's job position and work capabilities

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- Technical knowledge of ceramic composite design and manufacturing or good general knowledge of materials and mechanical design
 - Experience working in an R&D environment is highly desirable
 - Exhibit strong communication and interpersonal skills necessary to interact with internal technical and administrative support, upper management and external organizations including customers
 - Able to work on a self-initiated basis and in a team environment
 - Able to work extended hours and travel as necessary
 - Strong working knowledge of earned value methodologies and best practices