



Example of Materials Program Manager Job Description

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Our company is growing rapidly and is looking for a materials program manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for materials program manager

- Manage processes and data dashboards at the contract manufacturer to accomplish above responsibilities
- Lead regular meetings with internal and external partners
- Participate in QBRs (Quarterly Business Reviews) with CMs to review performance and provide improvement plans
- Manage materials clear-to-build from NPI build to ramp for MP
- Lead materials planning with CM/Key suppliers/Distributors, and set milestones
- Drive BOM readiness and Risk buy releases on-time, bring ECO/DCO/DEV to closure
- Manage, track and secure tooling capacity for all tooled components
- Risk assessment, work out solutions to mitigate risks, and report to management
- Cost validation, tracking, and BOM cost management
- Lead materials planning with CM/Key suppliers/Distributors, and set milestones

Qualifications for materials program manager

- 5+ years' experience in organizational programs, project management, supply chain experience in an operations environment
- 2+ years of continuous improvement and project or program management

- Must be able to direct the work of others and prioritize tasks and allocate resources
- Must be able to lead cross-functional support teams and coordinate the activities of others
- Organized, think analytically, and good at solving problem, analytically and focus on getting the job done
- Very strong knowledge of work flow planning process