



Example of Program / Business Manager Job Description

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Our innovative and growing company is hiring for a program / business 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 program / business manager

- Document Business Requirements for automation tooling needed to collect personal data inventory and process flows
- Ensuring the adequate measurement and evaluation of the initiative
- Supervising complex logistics of initiative with internal and external stakeholders to ensure successful implementation
- Serving as primary point of contact for all stakeholders, program participants, and the public
- Coordinate event logistics, including, for example, registration and attendee tracking, audio/visual presentation and materials support, catering, and parking
- Acquire all prescribed curriculum materials , books, duplication of articles, documents, prior to classes
- Manage the program's dedicated email account and telephone line and ensure that requests or questions are routed to the appropriate staff
- Build and maintain a strategic roadmap with partners from Finance, Tax, and Compliance that reflects internal and external dependencies
- Design, optimize and implement processes and controls to mitigate or correct technology and process failures to ensure financial integrity and policy compliance
- Be a strong advocate for the business in all matters Finance, Tax, and Compliance

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- Significant social media marketing experience
 - Knowledge of MS tools, including Excel and Pivot tables required
 - Excellent communication and negotiation skills that can be employed when partnering with business groups and other stakeholders in order to build relationships and achieve goals
 - Complete current state analysis and report out findings
 - Strong team player with demonstrated project management skills
 - BS/BA degree plus a minimum of 3-5 years' business experience in the field of procurement, strategic sourcing, contract management or related experience