



Example of Program / Business Manager Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is searching for experienced candidates for the position of program / business 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 program / business manager

- Performing privacy reviews and consultations
- Own and drive the rhythm of the business
- Partner with human resources to maximize impact across a variety of dimensions, including culture, recruiting, org health
- Facilitate the submission and processing of initial background investigations and periodic reinvestigations (SF86s) through the Joint Personnel Adjudication System (JPAS) and Electronic Questionnaires for Investigations Processing (e-QIP) systems as required for federal security clearances and/or suitability determinations
- Update and maintain personnel records in JPAS, SIMS, and other proprietary databases as required
- Manage electronic fingerprint collection and upload by vendor agencies to include submissions via the Secure Web Fingerprint Transmission (SWFT) system
- Conduct security briefings/debriefings as required Support the development and deployment of initial security awareness, foreign travel, and annual refresher training
- Lead cross-company effort to launch and stand up proof of concept for Azure customer success platform (ACSP) and tooling, reporting
- Aggregate and pipe in signal into platform including discrete signals, or

- You will help land solutions that license and monetize our services in ways that align with new sales motions, emerging technologies, and cloud business models

Qualifications for program / business manager

- Knowledge of MS tools, including Excel and Pivot tables
- Knowledge of sourcing, supplier management, outsourcing, or related fields
- Occasional travel (20-30%) among Toronto and Waterloo locations may be required
- Bachelor's degree in Business, Economics, Engineering or equivalent experience required
- Strong analytical skills, combined with a strategic orientation, aptitude for solving complex business problems
- Deep experience in working effectively across organization and other boundaries to achieve desired business results and implementing new/changed business processes