



Example of Program Management Intern Job Description

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Our innovative and growing company is searching for experienced candidates for the position of program management intern. 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 management intern

- Serve as point of contact for intern group communications and questions
- Support Diversity projects such as developing new marketing related materials and reviewing metrics for groups
- Create a proposal for a high school intern program to promote STEM education
- Gain exposure to other HR functions such as full cycle experienced recruiting and training functions
- Managing cost, schedule and scope requirements for key Land Systems programs
- Preparing presentations for briefings to Management and/or Customers
- Tracking and analysis of data for various program or LCS requirements
- Interfacing with various functional departments to facilitate overall program execution or achievement of LCS objectives
- Assist in development of business-case analysis standard work/standardized processes
- Various assignments in the area of spares, logistics and customer service

Qualifications for program management intern

- Ability to learn on the fly in a fast pace and changing environment

- Ability to be hands-on with product and visualize solutions
- Experience working in a dynamic fast paced commercial organisation
- Relevant third level education qualification (with possible specialism in Business, Project Management, Operations)