



Example of Program Management Lead Job Description

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Our growing company is looking for a program management lead. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for program management lead

- Provide general training process support and administration as needed in regards to project management, DMAIC, FPX
- Coordinate and drive development process planning activities of the EPT/LPT including Integrated Development Plans, Long Range Plan, budget inputs and go/no go criteria as appropriate
- Work closely with the GDL/PSL to facilitate the elaboration, approval and execution of the global program strategy, facilitate the decision-making process for their development program(s)
- Maintain the overall development plans and enterprise R&D portfolio inputs
- Collaborate with GDL, PSL and EPT/LPT functional team members to ensure coordinated evaluation of product opportunities/ scenarios and development of comprehensive integrated recommendations (e.g., to Governance Committees) and strategic and operational product plans based on program defined objectives
- Implement development plan flawlessly by managing EPT/LPT operations
- Play a hands-on program management leadership role on strategic client programs
- Works with US Corporate Communications Lead Management organization and the DF and PD Business Units to improve the quality of and increase number of leads to the Industrial Sales organization
- Organizes and coordinates BU's to ensure their marketing campaigns are set-up to provide appropriate transfers of leads that meet program criteria
- Define process for campaign "recognition" for closed leads including

Qualifications for program management lead

- Previous experience as a team leader / supervisor
- Customer satisfaction attitude
- Excellent written and verbal communication to provide presentations
- Strong planning, coordination, organizational and time management skills
- Bachelor's degree (BA/BS) in Communications, Industrial Engineering, Life Sciences, Pharmacy, or equivalent, a minimum, with a PMP or MBA preferred
- 10 Years of experience with a B.S./B.A