



# Example of Program Management Specialist Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of program management specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for program management specialist

- Maintains and updates the talent dashboard/metrics for Nuclear, Security and Environmental (NS&E) Global Business Unit (GBU)
- Manages Talent programs (with guidance/support from the NS&E Talent & Learning Development Manager) in research, data collection, and metrics for the senior level talent management initiatives
- Provides direct support to the NS&E Talent & Learning Development in the administration of Learning and Development activities, to include assigning, tracking and reporting on training requirements and employee engagement activities
- Coordinates and provides day-to-day support of the NS&E Mentoring program
- Provides support to the tuition reimbursement program and the performance management process
- Provides support to the NS&E onboarding program
- Coordinates with the HR Representatives, HR Project Managers, and Functional Managers in meeting identified NS&E Talent Management initiatives
- Facilitates and supports the delivery of leadership and diversity training other HR training programs as needed
- Manage projects identified in the service technology roadmap
- Develop opportunity assessments, proposals and recommendations for

## Qualifications for program management specialist

- Must display confidence in his/her abilities to perform the job and must be able to present a highly technical and professional demeanor at all times
- Experience and knowledge including a broad range of areas including research, environment, nuclear safety, cyber security, safety & health (ES&H), conduct of operations, quality and contractor assurance, business management or related fields, combined with operational experience in a range of management systems is strongly desired
- Occasional walking, climbing, stooping, crouching, and/or bending
- Ability to effectively communicate (in oral and written form) and to use a computer for email, correspondence, report and automated project management systems
- Must be willing and able to travel on a regular basis to support supplier performance and program office delivery requirements
- Knowledge of Supply Chain practices, procedures and MRP/ERP systems expected (Oracle preferred)