



Example of Program Management Specialist Job Description

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Our company is growing rapidly and is looking for a program management specialist. 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 specialist

- Act as primary point of contact for clients and sales force on issues relating to quotations, registrations, orders, inventory, shipment, and invoicing
- Provide excellent customer service with knowledge of both the security industry , AXE's internal functions, processes and programs
- Handle internet and telephone based in/external customer queries regarding GSIs/NSIs
- Deal with both technical and non-technical people at all levels within our in/external customer base
- Undertake internal training as required
- Work as part of a global team and escalate issues where necessary to the Team Leader and/or above
- Develop knowledge and understanding on the needs and processes of each individual GSI/NSI to not only provide excellent customer service, but to identify and determine additional sales opportunities for AXE
- Develop engagement process with GAM's on Global enterprise opportunities to promote security sales
- Promote and market our organizations goods and services to existing customers, and cultivate and foster relationships with customers to obtain additional business
- Perform special projects and other duties as requested/assigned

- A basic working understanding of typical aerospace processes (machining, welding, NDT,) and how they are applied to the hardware being manufactured expected
- Bachelor's Degree in Business or Management or related field and at least 3 years of job-related experience or equivalent
- Experience with Microsoft Project Server is required
- Asbestos related experience
- Must have at least 5 years of experience in propulsion and energy technology development
- Strong communications skills, team building in a cross-functional working environment, and demonstrated skill in working on fast-paced and technically challenging programs required