# Example of Program Specialist Senior Job Description

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Our innovative and growing company is searching for experienced candidates for the position of program specialist senior. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for program specialist senior

- Participate in and promotion of a team environment
- Formulate, recommend and implement corrective actions
- Maintain surveillance of purchase requisitions, purchase orders, and other documents to ensure material and service requirements are complete
- Generate material and labor targets for subcontractors for OAWR work and anticipated contract growth
- Supports technical teams with planning & execution of strategic projects within their assigned portfolio of work (70%)
- Task Management - Help manage the execution of VIRGINIA Class tasks by design and engineering, including use of ARTEMIS schedules, Financial data and earned value management system
- Maintain a highly functional, interdisciplinary task team that adheres to quality, cost, and schedule requirements
- Serve as a mentor to team members on the project management process
- Ensure products are developed with the highest level of quality, to ensure the tasks are completely and correctly accomplished
- Develop program briefing packages and metrics and status for tasking

## Qualifications for program specialist senior

- Evidence of an EPA AHERA Inspector certification is required
- Evidence of an EPA AHERA Contractor and/or Supervisor certification is required

- Spearhead submission of Medicare and MMP Applications, annual Medicare Bid and PBP, ANOC/EOC, and Summary of Benefits working closely with a variety of internal and external partners
- Able to participate in lead teams