



Example of Programs Job Description

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Our innovative and growing company is hiring for a programs. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for programs

- Undertake other ad hoc projects as required by the ITEPM team
- Work with matrix support functions to deliver profitability and program metrics
- Understand and be 100% compliant with, ITAR, CCL, DFARS and related requirements
- Work directly w/program offices, contracting and user organizations to ensure smooth fielding
- Assist in researching potential specialty suppliers and subcontractors that may be required to fulfill program management milestones/ objectives
- Support and guide = divisions with their campus hiring needs
- Initiate, organize, staff, and attend campus events
- Manage a large scale cross functional program containing up to ten initiatives, including analysis, project planning, reporting and execution
- Learn and understand the business at a detailed level in order to propose solutions to overcome operational challenges and roadblocks
- Ability to identify cost savings opportunities at the enterprise level and then analyze, develop, execute and implement change

Qualifications for programs

- Experience managing complex projects or tasks at the Federal Department or major component level
- GMS program and compliance

- Structured, organized, autonomous, capable of performing quality work within tight deadlines and with rigor to meet the objectives
- Bachelor degree in a subject such as Business Administration, Finance, Economics