Our growing company is looking to fill the role of senior business program manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for senior business program manager

- Initiates or approves day to day business transactions (working with VP and HR Director) including payroll, new hires, purchasing, p-card, accounts payable, cash handling & bank deposits, supplies, travel
- Establish and manage client expectations through-out the project lifecycle
- Define Communication Plan to ensure appropriate CyberSource and Client Stakeholder involvement and communication is in place
- Identify risks, perform risk analysis, effectively manage and track risks and mitigation strategies
- Oversee and ensure all status materials are compiled, completed in a timely fashion and distribute project and activity status on regular basis
- Collaborate with Product Managers to manage key performance metrics and assist with budget management and roadmap documentation
- Participate in other project related activities, as requested
- Ownership and implementation new businesses onto AR platforms
- Partner with key counterparts across geographies to launch initiatives globally in a scalable and cost effective manner
- Define and implement global standards for business integration program management

Qualifications for senior business program manager

- Previous international business experience preferred

- Proactive self-starter that will identify and pursue opportunities to enhance processes
- Ability to digest complex information, summarize in a clear concise fashion and effectively and confidently communicate with audience at all levels within the organization
- Highly motivated individual with proven track record to deliver results
- Excellent organizational skills, with the ability to work in fast paced environment and manage priorities