



Example of Strategic Program Manager Job Description

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

Responsibilities for strategic program manager

- Provide appropriate project communication to various organizational levels
- Serve as interface with customers, vendors, stakeholders and project sponsors
- Lead to resolution any Red or troubled programs
- Responsible for making decisions regarding appropriate risk identification and mitigation when there is substantial program planning impact or through lessons learned
- Lead and manage project communication, maintaining project transparency and ensuring team and resource understanding, ownership and follow-through
- Research, assess and propose new and alternate technologies for manufacturing products as required
- Anticipate opportunities for proactive solutions
- Will work as a technical writer on divisional processes and procedures
- Work with PMO and company leadership to identify ongoing training opportunities
- Work with internal team members to enhance and grow our Customer relationships

Qualifications for strategic program manager

- Demonstrated high level of written, verbal, presentation, and interpersonal

- Ability to effectively use office automation, communication, software, and tools used in the Herman Miller office environment including Microsoft Office Suite, Outlook, and Adobe Creative Suite
- Willingness and ability to travel 10 percent of the time
- Must be able to perform all essential job functions with or without accommodations
- Chemical and R&D experience preferred