



JOB DESCRIPTION

Position: Program Manager	Revision Date: Nov 16, 2017
Reports to: Sr. Program Manager	Department: Program Management

Purpose and Scope:

The Program Manager is responsible for new product development launches in conjunction with customers and internal resources to ensure successful program launch satisfying contractual agreements within time, scope and budget.

Core Competencies

• Customer Focus	• Strategic Thinking
• Time Management	• Accountability
• Problem Solving	• Results Driven
• Industry Knowledge	• Mediating and Negotiation
• Leadership	• Communication

Responsibilities

Key Responsibilities

- Kick off newly awarded programs as per APQP process
- Develop program timelines
- Single point of contact / Primary interface for both customers and Sr. management / internal functional departments for all technical and program issue resolution
- Launch and lead program objectives to PPAP to achieve specific goals – on time, on budget, delivering scope with required quality.
- Coordinate manufacturing readiness and launch activities, Keep track of programs and escalation internally / externally when needed
- Lead cross-functional team to facilitate execution of program plans to meet APQP requirements and program goals
- Coordinate mould trial and sampling with Scheduling and Production
- Identifying, managing and Mitigating risk to the organization
- Utilizing interpersonal skills to resolve customer program hot issues
- Bring about statistically capable program with internal engineering and customer involvement to ensure successful launch and lasting production
- Developing and maintaining good relationship with customers for future business awards
- Lead all customer product development meetings, providing technical leadership
- Ensure on-time delivery of all pre-production product and PPAP submission

Job Specifications

Knowledge & Skill

- Degree or Diploma in Engineering or Engineering Technology
- PMP accreditation considered an asset
- 5+ years relevant program / project management direct work experience within automotive industry including all aspects of program launches
- Sound knowledge and experience in PPAP submission
- Thorough understanding of APQP Process, PFMEA, PFD/PFC, Control Plan, GR&R, Capability studies and

Approval

Manager/Supervisor:

Date:

Human Resources:

Date:

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- Ability to interpret Engineering drawings and have knowledge of GD&T.
- Proficient in MS Project, Word & Excel spreadsheet, PowerPoint
- Demonstrated ability to have created detailed project work plans by identifying the resources, equipment, and financial needed for the successful execution, progress, and completion of the project according to customer defined milestones on time and internal cost budgets
- Proven ability to communicate effectively with a diverse group of internal and external stakeholders
- Demonstrated leadership qualities, ability to think critically and solve problems in a timely manner
- Strong technical knowledge, particularly in the areas of injection moulding process and tooling
- Good oral and written communication skills
- Highly developed documentation aptitude
- Advanced project management acumen
- Ability to put a plan in place to deliver system meeting contractual agreements
- Able to work under pressure with short lead times and provide clear and precise direction to team members
- Strong knowledge of MRP systems
- Solid presentation skills
- Basic Negotiation skills
- Effective Meeting Management

Training and Development Opportunities

Level I

FMEA
Poka Yoke
IQMS
Product Delivery Process (PDP)
8D/ CPAR
5s
SPC Control Charting -introduction
Advanced GD&T
Advanced APQP
VA/VE

Level II

Advanced team Building Skills
SPC-Management
Conflict Management

Level III

Project Management – advanced
Advanced Negotiation skills
Highly developed Leadership Skills