



## **JOB DESCRIPTION**

**Title:** Program Manager (PM)

**Department:** Program Management

**Reports to:** President

**Reporting Departments/Processes:** All program managers. All corporate production programs.

**High Integration Areas:** Engineering, Production, Materials Management, Quality, Finance

**Job Summary:** The Program Manager is responsible for coordinating the planning, launching, management and consummation of every product the Company produces. The products consist primarily of roll on/roll off palletized systems used for the transport of people and equipment in cargo aircraft throughout the world. As this is a fairly small company, this comprehensive role will have wide responsibility for the entire process of executing its customer's deliverables. The PM will represent the Company and its values and will ensure that the expectations of the Company's customers are exceeded by performing the following duties:

### **Duties and Responsibilities:**

1. Coordinate each program from the point of award through the completion of production. Work closely with all relevant parties to ensure that programs perform on time and within budget. Monitor variances on a continuous basis to implement corrections.
2. Coordinate with customers to ensure clear expectations and surpassed goals.
3. Document all programs so that budget, variances, schedules, etc. are clear to all those involved.
4. Guide and manage junior program managers. This includes developing the PM team to execute the Company's goals, hiring and directing all personnel with periodic reviews to ensure the highest caliber of personnel available. It also includes carrying out the Company's personnel policies so that the employees are aware of and meeting or exceeding expectations. The PM will set goals for all direct reports and develop action plans for all underperforming personnel. He/She will ensure that the entire organization is operating with the appropriate goals and plans as well.
5. Routinely meet with, correspond with, and manage outside providers of key products or services related to the Company's programs.
6. Assist in delivery, training and support programs as needed.
7. Continuously strive for the operating efficiencies necessary to achieve the Company's profit goals. This is to be accomplished by the efficient use of personnel, equipment, and inventories as products are designed and produced.
8. Identify best practices in the industry and strive to introduce those to the Company's full production processes.



9. Research products, techniques and methodologies which make improvements in the products or processes necessary to insure leading edge solutions.
10. Present progress reports on various programs within the department, with senior management, and with customers, as needed.

**General Expectations:**

1. Works effectively with other managers of the Company to promote good teamwork and a work environment which is productive and positive in order to execute the Company's goals.
2. Leads the department in a positive, innovative and efficient manner.
3. Maintains a professional appearance and conducts himself professionally at all times.
4. Reflects the Company's values in all communications and activities.

**Qualifications:**

1. Bachelor's degree in Finance, Accounting, or Management.
2. Minimum of 3 years of program management experience.
3. Accreditation in Program Management.
4. Ability to communicate effectively orally and in written form, internally and externally.
5. Computer skills using Microsoft Office Suite.

**Work Conditions:**

1. International and domestic travel in support of product designs, implementations, or ongoing service.

**About the Company:**

1. This is a Full-Time, Exempt position, office/warehouse.
2. Knight Aerospace is an Equal Opportunity Employer.
3. Employer Paid Medical Dental and Vision
4. KA is located at 1119 S. Acme Rd. SA, TX.