

### **Program Manager, 5 to 10 Yrs. Experience**

An immediate opportunity exists for a qualified candidate with demonstrated project management experience and a proven track record

The successful candidate will work directly with customers to ensure deliverables fall within the applicable scope, schedule and budget. He or she will coordinate with suppliers and stakeholders to ensure all aspects of each project are on track and will hire new talent as needed to fulfill project needs.

#### Responsibilities:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
  
- Ensure resource availability and allocation
- Develop a detailed project plan to be shared with customers and project team to monitor and track progress
- Report and escalate to management as needed
- Manage the relationship with the end customer and all stakeholders
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation including customer deliverables
- Track project performance, specifically to analyze the successful completion of short and long-term goals, using appropriate tools and techniques
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Develop project cost estimates to support Bid & Proposal activities
- Use and continually develop leadership skills

#### Minimum Qualifications:

- Bachelor's Degree in Engineering
- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office, including MS Project
- Capable of working well in a multi-disciplinary team environment
- Able to travel (<10%) as needed

#### Skills & Proficiencies:

- Developing and Tracking Budgets
- Coaching
- Supervision
- Staffing
- Project Management
- Process Improvement
- Planning
- Performance Management
- Verbal / Written Communication
- Ability to be adaptable and deal with changing priorities
- Familiarity with ERP systems
- Demonstrated hands on implementation of Continuous Improvement and Lean Tools

Education and/or Experience:

- Bachelor's Degree in Engineering with 5-10 years of relevant experience
- Project Management Professional (PMP) / PRINCE II certification is a plus
- Experience working in a commercial / industrial product development environment with stage gate process is preferred

The above statements reflect the principal functions of the position, and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Proton OnSite provides comprehensive health and insurance benefits for its employees. The Company also offers competitive paid vacation time, sick leave, and holidays.

The Company has a published Code of Conduct that all employees are expected to follow.

Visas

- Proton will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided.
- Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Due to the high volume of resumes we receive, we are not able to respond personally to every application. However, we do review every resume, and will be sure to contact you if we think there is a possible fit.

Send resumes to Sandi Kelly at [skelly@protononsite.com](mailto:skelly@protononsite.com)

Visit our website, [www.protononsite.com](http://www.protononsite.com) for details on other open positions.