

Job Title: Program Manager
Department: Power
Location: Hackettstown, NJ

Position Summary:

Astrodyne TDI is looking for a Program Manager who is hands-on and possesses the discipline to work towards a vision as well as being an excellent team player with a positive attitude. The Program Manager will Plan, Execute and Complete programs according to contractually (or internally) imposed schedule, specification and budget. This includes acquiring resources, establishing a program team, developing a program plan, and coordinating the efforts of team members & contractors/consultants in order to deliver products & services according to the program plan. The Program Manager will also define the program's objectives and oversee quality control throughout its lifecycle.

Job Responsibilities:

- Direct and manage program development from beginning to end.
- Define program scope, goals and deliverables that support business goals in collaboration with senior management and customers.
- Develop and implement detailed program plans.
- Effectively communicate program expectations to team members in a timely and clear fashion.
- Maintain communications with the customers on an ongoing basis.
- Estimate the resources and staff needed to achieve the program goals.
- Develop and manage a program budget, prepare regular budget reports and recommend budget changes where necessary.
- Determine program staffing needs and negotiate with department managers for the acquisition of required personnel from within the company and pursue consultants if necessary to satisfy key requirements.
- Set and continually manage program expectations with the program team and with customers.
- Delegate tasks and responsibilities to appropriate personnel where possible.
- Identify and resolve issues and conflicts within the program team.
- Identify and manage program dependencies and the critical path.
- Plan and schedule program timelines and milestones using appropriate tools.
- Track program milestones and deliverables.
- Develop and deliver progress reports, proposals, requirements documentation, and presentations to both senior management and to customers.
- Accurately forecasts manpower requirements, cost-at-completion, revenue and profit for assigned programs.
- Determine the frequency and content of status reports from the program team, analyze results, and troubleshoot problem areas.
- Ability to conduct effective meetings both in person and via teleconference.
- Identify mitigate and manage program risks.
- Proactively manage changes in program scope, identify potential crises, and devise contingency plans.
- Define program success criteria and disseminate them to involved parties throughout program life cycle.
- Identifies and closes "add-on" sales opportunities.
- Analyzes customer initiated change requests to determine whether they are in or out of scope and gets paid for out of scope changes.
- Coach, mentor, motivate and supervise program team members and contractors, and influence them to take positive action and accountability for their assigned work.
- Build, develop and grow any business relationships vital to the success of the program.
- Conduct program post mortems and create a recommendations report in order to identify successful and unsuccessful program elements.
- Develop best practices and tools for program execution.
- Leads proposal efforts and works with proposal team and functional managers to develop a proposed program plan (statement of work, spec, budget and schedule).

Qualifications & Skills:

A Bachelor's degree in engineering or business is required or related field is preferred with 5 plus years of experience in commercial electronics or commercial aerospace manufacturing business with at least 3 years of direct work experience in a program management capacity.

Skills:

- Strong familiarity with program management software such as Microsoft Project
- Proficient in the use of Microsoft Word, Microsoft Excel and Microsoft Power Point
- Experience at working both independently and in a team-oriented, collaborative environment is essential
- Must generally have a positive, “can do” attitude and be able to effectively convey that attitude to others
- Must be able to conform to shifting priorities, demands and timelines through use of analytical and problem-solving capabilities
- Must be able to multitask and manage multiple programs at the same time
- Must be good with numbers and have good analytical skills
- Must be a good negotiator
- Must have good leadership skills
- Must be able to react to program adjustments and alterations promptly and efficiently
- Ability to read communication styles of team members, contractors, and customers who come from a broad spectrum of disciplines
- Persuasive, encouraging and motivating
- Ability to elicit cooperation from a wide variety of sources, including upper management, customers, and other departments
- Ability to defuse tension among the program team, should it arise
- Must have strong written and oral communication skills
- Must have strong interpersonal skills
- Must be adept at conducting research into program-related issues and products

Due to Military affiliations, we are unable to sponsor candidates who require a Visa. Candidates MUST be a US Citizen or a Permanent Resident/Green Card Holder.

Astrodyne TDI provides equal employment opportunities to all employees and applicants. Our culture is one that provides opportunities for employee involvement, growth, and development. Astrodyne TDI offers competitive salary, paid time off, robust healthcare benefits, and 401(k).

To Apply: Please email your resume and cover letter to Lindsay.Finnigan@astrodynetdi.com.