

Job Description

Job Title: Program Manager, UH-60

Department: Program Management **Reports To:** VP – Military Operations

Status: Salaried – Exempt **Approved By:**

Labor Code: **Approval Date:**

POSITION SUMMARY:

This position is for a Program Manager responsible for various military avionics oriented projects and special development programs. Primary responsibilities for this position include leading a team with focused responsibilities for strategic planning of the assigned programs, interfacing directly with vendors and customers and managing products through their lifecycle. This position will be located in Irvine, CA and will report to the Vice President of Military Programs.

GENERAL DESCRIPTIVE TASKS AND RESPONSIBILITIES

(But not limited to)

The responsibilities include cost, schedule, technical performance, risk management, product/customer support and quality of all assigned product lines. The Program Manager will provide leadership to all phases of the program and projects from inception through completion. The Program Manager is the primary point of contact for all customer inquiries, contracts and correspondence. This position participates in the pursuit of new business, tradeshow representation, the negotiation of contracts, contract changes, and internal and customer coordination meetings and program reviews. The position will coordinate the preparation of requests for quotation, proposal work statements, product plans, operating budgets and contract terms and conditions. The position will also review Purchase Orders to ensure accuracy, completeness, and contractual issues prior to inputting into the system. The Program Manager will define operational direction and institute remedial action(s) in order to satisfy customer requirements while achieving project specific sales targets/goals, gross margin targets, percent delivery on-time, bookings, targets/goals and customer satisfaction.

Qualified candidates should have a strong technical background in avionics products with demonstrated experience leading and managing complex product or system life cycles. Successful candidates will demonstrate an ability to balance technical knowledge with business acumen to manage the product lines.

This position requires strong leadership, communication, and interpersonal and team building skills, demonstrated via frequent interactions with customers, vendors, executive management, marketing, engineering, operations, and quality assurance.

EDUCATION AND EXPERIENCE

Minimum Experience & Educational Requirements:

MBA or MS in Engineering preferred or a Bachelor's degree in appropriate discipline + ten years of related experience. In lieu of a Bachelor's degree, fifteen years of related experience.

Military aviation background a plus.

Military acquisition experience a plus.

Computer Requirements:

Intermediate computer skills required. PC Windows Environment. MS Office and Project experience is mandatory. Agile project management experience is a plus. Visual experience is preferred

Other Requirements:

Candidate must be a US Citizen and either currently possesses or is capable of obtaining security clearance.