



Program Manager

In business since 1973, located in Redmond WA, Spectralux designs, certifies, manufactures and supports airborne data communication products while maintaining a near-perfect record of on-time and quality performance. The Program Manager is responsible for directing activities across all company functions to meet program objectives including schedule, efficiency, product delivery, process improvement, contract compliance, and productive customer relationships during the development introduction phase of programs. Tools used may include Earned Value Management System (EVMS), Risk Identification / Mitigation and customer and interfacing. The Program Manager also contributes to meeting the strategic objectives of the business area.

Essential Functions and Responsibilities:

- Direct all phases of development programs from inception through transition to production
- Responsible for the technical, cost, schedule, and contract performance of the program
- Establish milestones and monitor adherence to master plans and schedules.
- Participate in the negotiation of contracts and contract changes with customers and suppliers.
- Coordinate the preparation of proposals, business plans, proposal work statements and specifications
- Act as primary customer contact for program activities, leading program review sessions with customer compliance (SDRL) schedule, and contract performance reporting
- Identify program problems and solutions for presentation to the executive team, including your recommended solution, such as allocation of resources, make buy recommendations, or capital infrastructure requirements.
- Manage and flow down customer requirements and define requirement impacts to functional organizations and suppliers that support the program development
- Identifies requirements of project personnel assigned to the program from technical, manufacturing, and administrative areas and external service and product suppliers and coordinates with functional management to ensure project progresses on schedule and within prescribed budget.
- Reviews status reports prepared by project personnel and modifies schedules or plans as required.
- Direct diagnostics with the ability to determine root cause and corrective actions.

Success factors/job competencies:

- Ability to organize and manage multiple projects
- Ability to effectively communicate progress, status and issues to internal and external Customers.
- Ability to collaborate with technical team
- Adhere to Spectralux product development process standards

Qualifications required:

- Bachelor's degree or equivalent experience
- 3+ years experience in related field
- Experience with MS Project, Earned Value and ERP Systems
- Knowledge of commercial aviation and defense and space products
- Experience in new product introduction (NPI) and manufacturing launch activities

Qualifications desired:

- DoD/NASA Risk Abatement
- Experience with US Government FAR contract and proposal requirements
- Program Manager Cert preferred

Send resumes to scotth@spectralux.com