



PROGRAM MANAGER

Summary/Objective

The Program Manager role is a leadership role which includes total project management for all assigned customers and development projects related to those customers. He/She is the primary voice to the customer on development projects and as needed throughout the life of a tool or product released to production. She/He is responsible for fully understanding the customer's requests/requirements and then communicating those expectations to the Ambrit team and assuring deliverables are completed and presented in a timely and organized fashion to the customer.

Essential Duties and Responsibilities

- Driving total project management of all assigned projects from inception through production hand-off.
- Regular communication with customers to assure project status updates are communicated and clarified in a fashion that promotes excellent customer satisfaction and service.
- Purchase order management-receipt, review, entry, delivery date management and billing.
- Quoting and product/project pricing reviews as needed
- Document review of engineering DRWGs and various agreements
- Coordination of customer meetings and internal Ambrit meetings, as needed, to meet the customer's project objectives and time schedules.
- Daily communication and collaboration with respective Ambrit departments as project objectives are being planned and executed.
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Required Education and Experience

- High School graduate and 5 years job related experience