

Job Description

Senior Program Manager

Melbourne-Mnemonics-Inc.

US CITIZENSHIP REQUIRED

SUMMARY

Responsible for the complete program lifecycle including the management, performance, and completion of assigned contractual programs. This individual has the responsibility and authority to perform the assigned tasks listed below.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages and directs all phases of a program from inception to completion. This includes full responsibility for program cost (profit and loss), schedule requirements, and specification compliance.
- Serves as the primary point of contact, both internally and externally, for each assigned program. Has ultimate responsibility to ensure Mnemonics' conformance to ESD government and commercial customer requirements.
- Provides monthly a financial and technical status report and briefing on each assigned program to Product Line Manager.
- Prepares and maintains program plan.
- When a program requires the manufacture of product by EMS, works closely with and maintains an open channel of communication with the EMS division to ensure program cost and schedule compliance.
- When assigned, serves as Proposal Manager for division proposals to a wide array of potential Customers. In this capacity, leads the proposal team to ensure proposal preparation, adequate review and processing, and timely submission. The Proposal Manager is singularly responsible for the proposal's content, timeline, and ultimate success.
- Directs the integration of the entire program management team, which may include: engineering, logistical support, quality assurance, purchasing, manufacturing, and administrative functional areas.
- This position is concerned with the execution of both government and commercial contracts and pursuits.
- Responsible for participating in the quality management system initiatives and adhering to all requirements.
- Inputs to team member's performance appraisals.
- Responsible for performing other related tasks deemed necessary by superiors.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

Bachelors in Engineering. 7+ years of program management, 5+ years working with budget, schedules, and program critical paths.

E-Verify

Job Type-Full Time

9/80 work week

Drug Free Workplace Salary: \$120(k) year

E.O.E: race, color, religion, gender, age, national origin, gender identity, individuals with disabilities, veteran status, protected veterans, or disable.

About Mnemonics, Inc.

For over 40 years Mnemonics, Inc. has been a high technology supplier in the Aerospace and Defense, and Industrial markets. The corporation is committed to providing cost-effective products, solutions, and services that exceed our customer's expectations while continuously striving for technical superiority and quality.

Mnemonics, Inc. offers an environment where innovation and creativity are the keys to personal and corporate success. If you are looking for the small company environment, excellent salaries, comprehensive benefits; an exciting, and challenging future, then Mnemonics, Inc. invites you to apply.

Visit our website www.Mnemonics-inc.com fill out an application and voluntarily complete the Affirmative Action Form (AAP) / Self-Identification questionnaire. Providing this information is voluntary and refusal to provide the information will not result in any adverse treatment. Thank you.

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