

Job Description

AMI Program Manager

Position Overview

Position is responsible for interacting with customers to ensure success of programs. Plans, coordinates and monitors the scheduling, pricing, financial and technical performance of programs executed by the AMI Division.

Essential Job Functions

Establishes and maintains appropriate business relationships with customers and program partners and acts as the focal point for customers.

Coordinates with vendors and subcontractors in regard to program status and resolution of issues.

Assists in the preparation of proposals, plans, specifications, and financial conditions of contracts.

Assists in the development of budgets related to the AMI Division.

Develops and executes detailed plans including risk analysis, operating income, and conductance of internal communication plan for the program.

Tracks and monitors costs related to programs; responsible for adherence to budget; P&L responsibility.

Directs work of incumbents assigned to programs and projects.

Identifies and monitors risks, responsible for risk mitigation strategy.

Develops and ensures adherence to master plans and schedules; ensures projects/programs are completed on time.

Compiles status reports and modifies schedule and plans accordingly.

Communicates contract performance, corrective actions to customers and internal management.

Assists, as requested, in the development of new business.

Acts as advisor to program team regarding projects, tasks, and operations.

Negotiates best terms and contracts agreement.

Performs other duties as required.

Required Education/Experience/Skills

4 year engineering degree (aeronautical preferred) or related, or the equivalent combination of education and experience required.

Proficiency with Microsoft Word, Excel, PowerPoint, and Project.

Familiarity with ERP systems.

Effective results in schedule, cost, & risk management.

Excellent verbal and written communication skills.

Excellent interpersonal skills.

Excellent customer service skills.

Knowledge of project management principles and tools for measuring project/program success.

Must be U.S. person as defined by the ITAR (22 CFR 120.15.)

Willingness to travel.

Preferred Education/Experience/Skills

Certification through Project Management Institute (PMP or PgMP.)

Earned Value Management experience.

Familiarity with FARS, DFARS, and ITAR.

Experience in field of Unmanned aircraft systems (Remotely piloted aircraft.)