

OT1201 - Engineering Program Manager I (TCP_01)

Job Family: Engineering - ENG-Project/Program Management

Job Family Definition:

Provides support and/or lead teams through the Engineering development process and implementation of company's products. Projects are typically shorter-term, less complex and more contained with a defined time frame. Programs are typically longer-term, multi-functional, multi-project with complex requirements and effort. Manage activities, resource capability, schedules, budgets, and ensure cross company communications to facilitate product completion on schedule within budget. Work with engineering management to identify and improve process and program efficiencies. Work can involve external parties such as standards bodies, partners, etc.

Management Level Definition:

Contributes to assignments of limited scope by applying technical concepts and theoretical knowledge acquired through specialized training, education, or previous experience. Acts as team member by providing information, analysis and recommendations in support of team efforts. Exercises independent judgment within defined parameters.

Responsibilities:

- Supports a single to a few projects within a medium scale program involving one or more functions driving the engineering development and implementation process for products or service offerings.
- Develops portions of project documentation in accordance with provided plan and detailed specifications, including budgets, resource allocation plans, and other support requirements under minimal guidance.
- Provides development support for project communications, including creation of status reports and summaries, tracking escalations and resolutions of issues, coordinating stakeholder meetings and updates, and updating documentation.
- Develops relationships with internal, cross organizational project teams for product development and manufacturing.
- Leads resources within a predefined area.

Education and Experience Required:

- Bachelor's or Master's degree in Business Management, Engineering, Computer Sciences, or equivalent.
- Typically 0-2 years experience.

Knowledge and Skills:

- Experience or understanding of project planning tools and software packages.
- Good analytical and problem solving skills.
- Good written and verbal communication skills; mastery in English and local language.