

HEATH TECNA

Job Posting

Title: Associate Program Manager I
Reports To: VP of Cabin Furnishings
Application Deadline: Open Until Filled
Posting: Internal/External

Responsibilities: Works directly for Program Manager to manage all aspects of post delivery Program Management and maintain program schedules after kickoff.

- Backup focal point to assigned programs for aircraft interior reconfiguration
- Assist in the development of customer goodwill and confidence through regular and frequent direct communication
- Monitor internal performance and ensure program is receiving proper focus. Help coordinate activities to maintain, correct, revise or adjust plans and schedules for assigned programs. Elevate concerns or key issues to Program Manger
- Assist in coordinating problem solving activities; analyze inputs and develop course of action to ensure problem resolution
- Participate in and support design build teams, sales and marketing and operations
- Assist in coordinating subcontracted services and serve as liaison with customers

Requirements:

- Initiate sales order and invoicing to ensure timely dissemination
- Help in administering returned customer parts and warranty claims
- Assist with Backlog Reports - run backlog reports periodically to ensure sales order accuracy and on time delivery

- Associates degree with emphasis on project management preferred
- Aerospace experience desired
- Proven leadership, teamwork, and negotiation skills.
- Excellent organizational, customer service, communication and presentation skills
- Proficiency in MS Office (Word, Excel, Power Point) required, AX experience helpful.
- Knowledge of lean concepts preferred.

Equal Opportunity Employer