

Pacific Scientific Energetic Materials Company (PSEMC), a Danaher company, is the industry leader in the creation, development, design and manufacture of tomorrow's energetic mission critical technologies and solutions. With locations in **Chandler, Arizona, Hollister and Valencia, California**, PSEMC uses advanced chemistry, electronics, mechanical and materials technologies to create leading-edge components and systems, which meet tomorrow's energetic challenges. Our innovations serve a broad base of commercial and military markets and applications. View all our positions at www.psemc.com

PROGRAM MANAGER

The Program Manager is a mini general Manager with profit and loss responsibility for one or a series of customers / contracts. As such, they carry a wide span of control and are the ultimate authority on their assigned contracts.

Key Responsibilities:

Proposals: Responsible for assigned proposal activity involving the planning, coordination and execution of the proposal to meet customer due dates and price targets.

- Establishes the B&P budget for the proposal activity.
- Manages authority on the customer's RFP / RFQ with a detailed understanding of the SOW, specification and requirements.
- Coordinates a review of previous completed contracts for the same or similar products to verify prior pricing and to ensure that the documentation reflects the "lessons learned" from prior builds.
- Approves all cost elements to ensure that they are complete and realistic in relationship to the task.
- Identifies all risk areas associated with the proposal and ensures that adequate costs are allocated for their remediation.
- Summarizes the proposal and provides price recommendations for management review and approval.
- Attends IPT proposal meetings and prepares documentation and recommendations for management review
- Supports negotiations that are led by contracts

Contracts: Responsible for assigned contracts involving planning, coordination and execution of the contracts to meet customer due dates and budgets. The PM is the sole management & technical POC with the customer while the Contract Administrator is the sole contractual and administrative POC with the customer.

- Coordinates a review of the contract against the proposal to verify consistency in terms of SOW, specifications, requirements, Ts&Cs and documentation.
- Develops a Program Plan (workbook) delineating the programs WBS, budgets, risk reserves, deliverables, schedules (including customer due dates for customer furnished equipment and finalization of open contractual items) and unique requirements. The Program Plan should be signed off by the ME, QE, Ops Lead, Technical Lead and Financial Lead in the IPT.
- Coordinates the sales order release process involving verification of the engineering build paper, bill of material, requirements flow down, and scheduling dates (for complex development programs, a network plan should be prepared).
- Coordinates daily / weekly / monthly meetings with their assigned project engineer for engineering development contracts.
- Provides inputs to the planner as necessary to maintain the master production schedule.
- Conducts daily / weekly / monthly meetings with their assigned planner to verify status of the build hardware.
- Coordinates meetings with appropriate disciplines to address variances and issues that arise on their programs.

Customers: Responsible for coordinating all communications with assigned customers. As the single Point of Contact (POC)

for the customer, the PM acts the account manager for all for the assigned customer's contracts.

- Responsible for coordinating all internal communications within and between IPTs.
- Respond to any customer communication (voice / email / or written documentation) within a 24 hour period.
- Able to be proactive with their customers.
- Documents all formal conversations with their customers and provide meeting minutes, action items and trip reports.
- Responsible for preparing a Pre-Call Planning worksheet for all major customer meetings, review, and other interactions. This worksheet is used to define meeting strategy and identify potential customer objections.

Program Reviews: Responsible for maintaining Program Plan workbooks and coordinating their update for periodic Program Reviews at the IPT and site levels.

- Coordinate the development of Estimates to Complete (ETCs).
- Maintain a risk register showing likelihood of the risk occurring, cost impact of the risk if it were to occur, and appropriate mitigation plans.
- Manage a network plan for development contracts and should include a top level summary during their Program Review.

Program Close Out: Responsible for coordinating the close out of completed contracts involving collecting the “lessons learned”, updating all documentation and build paper, and transferring all unused inventory. *New Business Development:* Responsible for forecasting, coordinating and pursuing new business follow-on opportunities with their assigned customers.

- Identify and coordinate new business opportunities for follow-on contracts with IPT GMs and Business Development
- Identify any new opportunities with the customer to IPT GM and Business Development for follow-up
- Develop forecast for follow-on activity with the customer

Requirements:

- BS in Engineering or Business Management
- Minimum 5 years experience in Engineering or Program Management
- Applicant must be U.S. Citizen

PSEMC is pleased to be an Equal Opportunity Employer. Applicants are considered for this position based upon their experience and education, without regard to race, color, religion,sex, national origin, age, sexual orientation, ancestry, marital, disabled or veteran status.