



Position: Program Manager
Date Written: 02/08/07, revised 4/29/19
Classification: Salaried; Exempt
Reports to: Director of Programs
Location: Los Alamitos

Job Summary:

Manage assigned programs to provide our customers with the highest quality products which meet all contractual requirements.

Essential Job Functions:

- Support Manager of Programs to develop processes which improve technical, cost and schedule performance of our programs.
- Promote Continuous Improvement in Program Management, Engineering and Manufacturing Technology.
- Provide Technical Support for Programs as assigned.
- Provide Technical Support for Internal Research and Development Efforts.
- Complete Special Projects as directed.

Duties and Responsibilities:

- Program Management of assigned programs
- Program Technical Compliance, Cost and Schedule
- Responsible for reviewing and fulfilling contractual requirements of each program
- Assure Product will meet Customer Expectations and contractual requirements
- Verify As Designed and As Built Configuration is correct
- Conduct Contract Kick Off
- Conduct formal customer meetings (MRR's, TRR's, TIM's)
- Provide List of Required Work Orders to Procurement and Planning
- Provide Program Schedule A/R
- Monitor and Control Programs
- Weekly Status Reports
- Attend Production Meetings
- Provide Technical Support to Production A/R
- Review all NCRs
- Control Information flow to Customer
- Identify scope changes; Identify Technical and schedule risks
- Generate CPARs as needed to identify systemic areas of concern
- Assure product is compliant to the contract.
- Identify Lessons Learned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time without or with notice.

Education/Experience/ Training:

BS in Mechanical Engineering or Industrial Technology preferred and 3-5 years of experience in a manufacturing or aerospace environment.

Physical Requirements:

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands to touch, handle, feel, talk or hear
- Frequently required to sit
- Frequently required to stand, walk, climb stairs
- Close vision, distance vision, depth perception and ability to adjust focus
- Noise level in the work environment is usually quiet
- Lift, carry, handle product weighing up to 25 pounds
- Frequent computer use, four plus hours per day

Work Schedule:

A 40 hour workweek is standard, but at times additional hours may be required to fulfill customer requirements.

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TO BE CONSIDERED FOR THIS POSITION, PLEASE VISIT OUR WEBSITE: <http://alliancespacesystems.com/careers/> AND FILL OUT AN APPLICATION AND UPLOAD A RESUME.

All qualified applicants will receive consideration for employment without regard to race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law.

The Company will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

***Must Be A U.S. Citizen Or Greencard Holder* ITAR, 22 CFR 120.15 [U.S. Person Information](#)**

Alliance Spacesystems LLC participates in [E-Verify](#).

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
EEO Is the Law [Poster](#) and [Supplement](#).