

Responsable doc/ Aprobado - Doc respons/Approved	Contr - Checked	Fecha - Date	Rev	Nº Documento - Document No.
Kinematics/ I. de la Rosa		24/04/2023	A	

## DENOMINACION / NAME

**Position:** Program Manager**Location:** Albuquerque, NM

## FUNCIONES A DESARROLLAR / FUNCTIONS TO DEVELOP

**Responsibilities:**

- Develop the plans for Product Design and Process Design projects, as well as any other projects requested by the Technical Office
- Provide direction and leadership to the project team to deliver the required materials and products while meeting quality standards, deadlines, and project costs.
- Manage tasks outsourced to suppliers and external collaborators to achieve the project objectives.
- Manage the project to deliver the agreed-upon materials and products to the customer within the project scope.
- Coordinate tasks related to Purchasing, Process Design, Product Design, Prototype Manufacturing, Pre-Series Manufacturing, Product Validation, and Process Validation (PPAP) to meet project deadlines.
- Point of contacto for informing the customer of the project's delivery deadlines.
- Approve expenses and investments included in the project budget.
- Garantizar la aplicación de los procedimientos establecidos en la ejecución de las tareas del proyecto
- Ensure the application of established procedures in executing project tasks.
- Close the project and provide its indicators to the responsible parties for the relevant processes.

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## REQUISITOS PARA CUMPLIR POR LA PERSONA ASIGNADA / REQUIREMENTS TO BE FULLFILLED BY THE PERSON ASSIGNED

### **Mandatory Requirements:**

- Minimum Degree: Senior Engineer
- At least 3 years of experience in a role with responsibility for a team.
- Advanced English skills
- Fluency in Spanish is a bonus
- High availability to travel

### **Necessary Requirements:**

- Training in Occupational Risks related to the position.
- Knowledge of Product Design and Process Design.
- Knowledge of Project Management (PMBOK, CCPM, etc.).
- Leadership, communication, teamwork, and negotiation skills.
- Basic economic and financial knowledge
- Proficiency in office software, user level, Excel, Word, etc...

### **Desirable Requirements:**

- Knowledge of Electronics Manufacturing Processes.
- Knowledge of Product Design.

Please send all resumes to: [tereska.redding@gokinematics.com](mailto:tereska.redding@gokinematics.com)

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