

Job Title

Program Manager

Functional Team

Client Team

Reporting Relationships

Direct Manager:

Client Team Manager

Location

Shenzhen, China

Objective

The Program Manager will coordinate NPI (New Product Introduction) program plans & execution, including Direct Material Productivity (DMP) by working with cross-functional teams including Product Management, Sourcing, Manufacturing & Engineering, ensuring NPI effectiveness to deliver business growth & profitability. The position will own the assigned NPI Programs including delivery to plans, budgets & priorities and will also be responsible to ensure NPI deliverables

Key Accountabilities

- Co-ordinate across the factory and program teams, plus handle all the reporting requirements with the client.
- Compile and track NPI program status versus plan including product specification targets, schedules and budgets identifying gaps and recommending solutions. Maintain an effective tracking and measurement process for monthly metrics reports for review with leadership. Participate in numerous technology and commercial leadership reviews to ensure NPI plans remain in synch with current environments and are integrated across all functions including Product Management, Engineering, Sourcing, Manufacturing and Commercial Operations. Participate as a Core team member (Marketing, Product Line, Engineering, Manufacturing and Quality) to update

and document NPI processes as defined in the QMS procedure. Continue to incorporate lessons learned for continuous improvement of an effective business wide process

- To manage, facilitate all sourcing activities for the client and to understand, track and forecast the key cost drivers and market factors. To plan and design programs and proactively monitor its overall progress, resolve issues and to initiate corrective action as appropriate. Evaluate value proposition and competencies, to assist with selecting the most desirable suppliers; Validate integrity of specification and information pack received and to manage quality and overall integrity of the program to strategic goals. Create and maintain mutually beneficial long-term partnerships with suppliers and clients to foster feedback and continuous improvement. Contribute to the development of strategies for assigned procurement area to include spend analysis, market and geographic considerations Implement appropriate sourcing strategies to control the company's purchased material cost and to assure an adequate source of supply.

Key Performance Indicators

- On-time NPI, Client team KPI's (cost, quality, delivery), Satisfied Clients & Capable Supply Chain Partners.

Required Qualifications, Experience & Key Skills

Knowledge & Experience:

- 5 years or above experiences in the Consumer Electronics Industry with a proven track record of career advancement and stable work history.
- ERP system experience is an advantage.
- Detailed, Well-Organized, Precise, Innovative.
- Excellent analytical, communication & interpersonal skills

- and the ability to interact effectively.
- Able to work independently and willingly to take new challenges.
 - Excellent command of spoken and written English.
 - Excellent skills in different formats of reports & presentations.
 - Bachelor's degree in engineering, master desired
 - Mastery of project management tools, process & procedure
 - Basic knowledge of materials planning, bills of materials, and engineering change documentation.
 - Experience working with engineering teams and managing client communication a plus.
 - Proven analytical skill set & strategic mindset
 - Proven success in a role requiring process and program management skills
 - Demonstrated leadership experience in a cross-functional, matrix team environment
 - Must be a self-starter, independent worker
 - Ability to work in an environment that embraces cross-functional collaborative team

PCH Work Style, Personal Attributes & Attitudes

People Skills

PCH work environment is relationship based and staff members need to be able to work effectively within a number of differently structured teams. This position needs to be both a team and individual contributor.

Strong verbal & written English communication, negotiating skills are paramount, as is a driven and positive 'can do' attitude. Articulate and succinct communication is highly valued, as well as a strong customer service focus. Client relationship skills are required to be successful in this role.

Task Skills

A solid skill base is needed to hit the ground running, and commercial acumen focusing on long-term outcomes and the financial implications of the actions expected.

Strategic thought processes are vital in processing and analyzing data in order to reach key points, and the ability to think in the 'bigger picture' is an advantage.

The ability to best solve a problem quickly and effectively using networks is also a must, along with the ability to maintain a positive attitude in a fast paced environment.

Personal Qualities

The typical PCH work style would be relationship oriented where support for others in achieving goals is a key consideration. Looking above the obvious to achieve broader based solutions using initiative is standard, and a flexible approach to problem solving utilizing various resources is required.

The ability to think on your feet and effectively deal with stress in a supportive environment is also considered necessary. An aptitude to want to learn is important and results driven individual with a pleasant demeanor are vital attributes.

The ability to effectively communicate and liaise with a wide range of clients is also necessary.