

Associate Program Manager

JAVAD EMS, San Jose, CA

JOB DESCRIPTION:

Primary customer contact to ensure that all of the customers' expectations are achieved or exceeded, thus providing ongoing customer satisfaction and retention.

JOB RESPONSIBILITIES:

1. Responsible maintaining the Master Schedule for materials and production planning as well as associated production and ship schedules.
2. Coordinating team activities such as; new product introduction/ ramp up, ensuring timely response from various team members, reporting, corrective actions, process improvements, pricing/quoting, and manufacturing commitments.
3. Responsible for customer communications regarding customer delivery requirements, pricing, purchase orders, forecast, NRE charges, RMAs, ECOs, and customer concerns.
4. Participates in development and monitoring of sales forecast and month-to-date revenue reporting, by customer.
5. Participate in training to enhance and develop skills that will enable this person to assume the duties and responsibilities of a Program Manager.

SKILLS and ABILITIES

- Good organizational and administrative abilities required.
- Effective written and oral communication skills required.

EDUCATION AND EXPERIENCE:

- AA degree or equivalent work experience.
- Minimum 5-7 years experience in the electronics manufacturing services industry.
- Knowledge and understanding of manufacturing process in an ISO AS9100 quality based system.

If you are interested in this position, please send your resume to
hr@javadems.com



