



## Job Description

### Program Manager- JBT-1 Program

#### Purpose:

- Lead, manage, implement and monitor the JBT-1 program through: business development, sales initiatives, operational review, and customer interface
- To provide strategic guidance to teams and managers
- To plan, organize and coordinate the JBT-1 project team
- To oversee the progress of JBT-1 operations and overall project results

#### Responsibilities:

- Prepare, plan, organize and monitor the JBT-1 Program, and inter-connected projects and cross-functional department activities
- Develop and implement suitable strategies and objectives- to achieve results
- Lead the daily coordination of the JBT-1 project to include; prepare and maintain project plans, budgets and resource requirements etc.
- Develop, implement and monitor budgets; increase gross margins and profitability
- Monitor the costs for sourcing raw materials and parts for the JBT-1
- Responsible to monitor and track, on a Gantt chart or other software tool, the progress of the JBT-1 program performance – report to management accordingly
- Assess program performance and aim to maximize ROI
- Develop and implement sales and marketing strategic plans, to increase JBT-1 sales- to generate revenue and expand the market share
- Responsible for initiating and follow-up on JBT-1 engineering improvements, to include NCR and CARS of the JBT-1 product assembly
- Track, monitor and report, to the management team, on a weekly basis the project progress - identify risks, issues, bottlenecks, and / or solutions
- Plan & execute communication plans to stakeholders, as required
- Identifying, tracking, managing and resolving project issues- Ensuring that the solution is of acceptable quality
- Review and monitor all product enhancements, upgrades etc. for the JBT-1
- Work with product owner on all issues/ concerns that arise; follow-up on the solution – to ensure D&V meets the delivery deadlines and customer satisfaction
- Proactively managing scope to ensure that only what was agreed to is delivered, unless changes are approved by the customer
- Liaise with production planner/scheduler ensuring the released products have adequate BOM and routings
- Managing the overall schedule to ensure work is assigned and completed on time and within budget.
- Meet and Interact with Customers; understanding satisfaction of the JBT-1 product, issues and / or improvements
- Review and monitor all customer complaints and concerns and report results to the management team

#### Education and Experience:

- Bachelor's Degree in Business Administration and technical diploma (Electrical Engineering degree preferred)
- PMP certificate is an asset
- 10+ years proven experience as a Program Manager or Project Management position
- Thorough understanding of project/program management techniques and methods
- Excellent experience with establishing and managing budgets and resources allocation
- Excellent Knowledge of performance evaluation and change management principles
- Outstanding leadership and organizational skills is essential for this position
- Experience in managing staff of different disciplines to produce results in a timely manner
- Excellent knowledge of MS Office; working knowledge of project management software is a strong asset
- Excellent interpersonal communication skills
- Excellent problem-solving ability

D & V Electronics Ltd. values their employees. We encourage life-long learning and foster employee personal growth. If you're someone who enjoys working in a creative and innovative work environment, and would like to join our team, please submit your resume and covering letter to: [careers@dvelectronics.com](mailto:careers@dvelectronics.com) or fax us at (905) 264-0502.

We thank all applicants for their interest in our organization, however; only those selected for an interview will be contacted.