

# Entry Level Program Manager(10Candidates) Circle Pines,MN

## Compensation

\$45,000 to \$55,000 Annually

## Benefits Offered

Dental, Medical, Vision

## Employment Type

Full-Time

## Why Work Here?

*"Fast growing company with room for growth!"*

## GENERAL SUMMARY

Reports to the President

Manages quotation process and is the face to customer for all customer program status and issues.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- Work closely with all departments to communicate customer production requests.
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- Facilitates at pre-bid/pre-RFQ conferences.
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- Develop labor/material information into actual quotes for customer RFQ's. Issue formal quotes to customers to win new manufacturing contracts.
- Make recommendations to implement new contracts into the production schedule.
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- Interface with customers to promote goodwill and confidence in the ability to meet their specific requirements.
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- Report on all areas of responsibility at management review meetings.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

This is an entry-level position. Training will be provided to the right candidate.

Minimum three job-related experience and knowledge of quality and electronic workmanship standards desired.

Ability to pay attention to detail for long periods of time.

Exhibit strong organizational skills.

Ability to work under minimum supervision.

Ability to meet peak workload and project deadlines, reporting status as

necessary. **TOOLS AND EQUIPMENT**

Computer and industry standard software.

Immediate hire!

Must be able to pass background check.