



Position Title: Sr. Program Manager
Department: Program Management
Manager: VP - Programs & Processes

Date: January 2016
Location: Woodridge, IL USA

Company Overview

Inventus Power™, founded in 1967, is a leading global provider of high-performance rechargeable power solutions including custom battery packs, chargers & docking stations, power supplies and electromechanical assemblies for a wide variety of markets including commercial, industrial, military/government and medical.

With headquarters in Illinois and manufacturing facilities in the United States, Brazil, China, Malaysia and Mexico, Inventus Power™ combines decades of technology expertise with innovative and flexible engineering, testing, qualification and manufacturing capabilities to meet any power challenge.

Position Summary

The Sr. Program Manager manages all aspects of the product life cycle related to custom rechargeable batteries and chargers, from inception through end-of-life. Collaborates with both internal and external teams to establish requirements, prepare design specifications, participate in design reviews, and provide technical leadership for New Product Development (NPD) as well as general Life Cycle Management (LCM) and Maintenance of Line (MOL) activities.

The ideal candidate will have a successful track record working in a gated / phase driven environment and possess a strong understanding of organizational development and business planning processes. They must show evidence of managing multiple programs at various stages of completion, managing budgets for those programs, and forecasting production timelines and revenue. In addition, they must have both the desire and the demonstrated ability to assist other individuals and groups in the acceptance and implementation of new tools and techniques.

Primary Responsibilities

- Reviews all major deliverables to ensure quality standards and client expectations are met
- Ensures that client issues are dealt with an efficient manner, informing management of any problems that may arise
- Pursues opportunities for account growth and new business
- Communicates the client's goals and represent the client's interests to the team
- Understands the company capabilities and service, and effectively communicates all offerings to clients

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Primary Responsibilities (Cont.)

- Responsible for client communications, conflict resolution, and compliance on client deliverables and revenue
- Monitor and report progress of projects/programs to all functional teams and to the customer on a regular basis
- Structure and implement goals, objectives, milestones and individual tasks using MS Project and other tools
- A strong desire to pitch in to help others become all they can be by leading and training them in best-practice, organizational skills, goal and objective setting and further education
- Provides regular input on all account activity, including status and call reports to management
- Identify, engage, qualify and close new accounts when the opportunity arises
- Work cooperatively with assigned field sales representatives to maximize overall sales in their territories
- Ensures customer satisfaction by completing customer quotes, reviewing business opportunities, and answering questions
- Keeps informed of customer preferences and trends, and actions of competitors as a basis for making and/or recommending changes in strategies
- Understand assigned customers' markets, business objectives and strategy
- Other duties as assigned

Experience & Education/Training Requirements

- Bachelor's Degree in Electrical or Mechanical Engineering and a minimum 10 years of experience with Program / Project management
- PMP Certification or a commitment to attaining PMP certification within one year of start date
- Experience in a multi-national custom manufacturing environment, optimally in a high technology product/industry
- Experience in with a multiple-step design-in cycle and projects with short quote to production cycle
- Proven ability to manage multiple programs simultaneously
- Experienced with using Microsoft Project software
- Ability and willingness to travel 10-20%
- Product development/engineering experience a plus

Equal Opportunity Employer: minority/female/disability/veteran