

## **Program Manager**

Zepher, Inc is an innovative and rapidly growing contract manufacturing company located in the Columbia River Gorge that provides cutting edge technical products to aerospace, military and commercial customers. We have invested in new facilities, state of the art equipment, and highly qualified, motivated people to expand our manufacturing capabilities and better meet our customer's needs for high quality products, produced under tight timelines. We are currently seeking an experienced Program Manager to contribute to the overall success of the company by teaming with our engineering and business development group to assess, onboard, execute and manage new, innovative aerospace programs. The Program Manager will play a critical role in executing Zepher's mission to deliver high quality products, on time and on budget, as the company continues to build capacity and expand its customer base. Successful candidates for this position will be experienced in aerospace, government and defense contracting, driven by tackling complex, unstructured challenges, and enthusiastic about working on a collaborative, solutions oriented team. This is an excellent opportunity to join our successful, growing company. Zepher offers a great work environment that supports innovation and team development, and is committed to continuous improvement, personal integrity and outstanding customer service.

### **Essential Job Functions:**

Reporting directly to the Chief Technical Officer, the Program Manager will:

- Help to establish and implement direction for new business opportunities, products and processes.
- Lead proposal generation for new program opportunities.
- Manage new technical programs from initial design through development and manufacturing.
- Provide technical leadership and be a decision maker for new program costs, schedule and technical issues.
- Prioritize new program goals and objectives, and drive overall program performance.
- Define new program scope of work, based on customer requirements and create detailed project plans to successfully complete the project.
- Review product design for compliance with company standards, customer contract requirements, and related specifications.
- Work with new product introduction team to determine the resources (time, money, equipment,) required to complete the project.
- Develop detailed MS Project schedules and present project status/issues/actions to stakeholders.
- Establish communication schedules to update stakeholders in the organization and external customers on the progress of projects.
- Contribute to customer presentations, program reviews, and demonstrations.
- Determine the objectives and measures upon which projects will be evaluated at completion.
- Monitor the progress of projects and make adjustments as necessary to ensure successful completion.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets project standards.
- Ensure that project deliverables are on time, within budget and at the required level of quality.
- Coordinate activities concerned with technical developments, scheduling, and resolving engineering design and test problems.
- Evaluate and work with the project team to approve design changes, specifications, and drawing releases, as directed by company and customer procedures.
- Maintain an understanding of the current status of all project deliverables and time lines.
- Evaluate the outcomes of projects as established during the planning phase.
- Focus and engage all teams to align with the objectives, commitments, culture, and values of the company; support high performance work teams that meet customer commitments.

### Key Applicant Attributes:

- **Industry Knowledge**- Possess strong understanding of program management best practices, particularly in aerospace and government contract work; monitor updates and trends and use industry knowledge to advance the organization.
- **Technical Expertise**- Ability to exhibit technical knowledge, bring unique professional experience and maintain current certifications and licenses.
- **Leadership and Management Skills**- Ability to lead by example, set clear expectations, empower employee independence and advancement, and monitor performance.
- **Team Player**- Ability to understand their role within the larger company structure and effectively communicate and collaborate with other members of the organization.
- **Results Orientation**- Ability to maintain focus on short and long-term goals, value outcomes and produce results.
- **Understand Manufacturing Production and Processing**- Knowledge of production processes, quality control, and costs to maximize the cost-effective manufacture and distribution of products.
- **Problem Solving and Decision Making**- Ability to identify problems, compile information to solve them, act decisively and show good judgment.
- **Organizing and Planning**- Possess strong organizing and planning skills, manage time, effectively prioritize multiple tasks to maximize efficiency and productivity.
- **High Standards**- Ability to establish and maintain standards and attention to detail that guarantee quality and continuous improvement.
- **Initiative**- Ability to be proactive, see what needs to be done, and make things happen; take personal responsibility to act.
- **Effective Communication**- Ability to clearly articulate information through conversation, phone calls, email, written reports and other documents.

### Qualifications:

- Bachelor's degree in Business Management, Engineering or related technical field.
- 10 or more years of experience in Program Management, Engineering, and/or Business Development.
- Aerospace and defense industry experience with strong customer domain knowledge, including the Department of Defense.
- Knowledge of government procurement processes, agency alignment, and stakeholder priorities.
- Able to travel, work and communicate with customers as needed during non-standard and unscheduled hours.
- Excellent written and oral presentation skills including the ability to generate written material to communicate to customers at all levels, including senior executives and government agency directors
- Superior problem solving and analytical skills; demonstrated passion for solving problems and operational excellence.
- High level of proficiency with technology; including Microsoft Office (Excel and MS Project), ERP/MRP systems, and SharePoint, in a manufacturing environment.
- Proof of US citizenship and the capability to obtain government security clearances.
- Physical activities can include standing, walking, lifting, pushing or carrying heavy objects, auto and plane travel, sitting for long periods of time, keyboarding, computer and desk work.

**To apply for this position please submit your resume and cover letter to [hr@zepherinc.com](mailto:hr@zepherinc.com). Please format all responses in Microsoft Word.**

Thank you for your consideration and application.

- Location: Bingen, WA
- Compensation: DOE. Zepher offers competitive wages and generous employee benefits.
- Zepher, Inc. is an equal opportunity employer. All qualified applicants will be given equal consideration regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, genetic information, veteran status, or any other category protected by law.
- Principals only. Recruiters please don't contact this job poster.
- Please do not contact job poster about other services, products or commercial interests.