



POSITION: Senior Program Manager
COMPENSATION: Non-Exempt (TBD)
LOCATION: Houghton, MI
REPORTS TO: Director of Engineering
PREPARED BY: Human Resources

GS Engineering, Inc. (GSE) www.gseengineering.com is a growing, agile small business delivering advanced engineering solutions to military and commercial transportation markets in areas including concept design & analysis, material R&D, prototyping, and vehicle testing services.

Job Summary:

Provides planning, direction and coordination functions of a designated project or projects to ensure contract performance requirements and objectives are accomplished. Proficient in all aspects of customer management including creating and managing business life cycle. Executes and follows Business Development direction and meets or exceeds established revenue targets. Responsible for setting and managing project budgets. Monitors and controls expenditures within limitations of project budgets. Regularly tracks technical and financial deliverables and modifies scope of work based on client interactions. Primary interface to Operations Officer. Technical liaison, Business developments and strategic planning. Prepares weekly status A3 reports to COO. Primary POC with client (owns client relationship and responsible for continuation of funding).

Attributes

The Senior Program Manager must be a professional, have good organizational skills, pay attention to documentation, and be a good communicator.

The individual must also have the following qualities:

- Ability to solve practical problems and deal with a variety of variables and requirements in situations where only limited standardization exists.
- Must be able to recognize when a course of action is no longer viable and steer teams to avoid pitfalls as required.
- Self-motivated and capable of identifying areas where process improvements are needed.
- Flexible and maintain a positive attitude in high-pressure situations.
- Willing to change focus quickly in order to meet business needs.
- The individual will provide “Hands on” configuration and documentation on all assigned prototype activity.
- U.S. Citizenship required
- Upon hiring, candidate must be able to attain a security clearance from Dept of Defense

Principal Accountabilities

- Able to work in a fast-paced environment
- Analyzes and interprets design specifications, drawings, documentation, and/or test results to ensure technical designs comply with applicable engineering standards, military specifications, and product requirements.
- Experience in FEA and a variety of structural materials is a plus.
- Creates awareness of GSE services and capitalize on effective relationships with internal and external customers to solve technical problems of moderate complexity.
- Hands-on experience is a must
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- Maintains up-to-date knowledge of relevant engineering discipline(s), industry practices, trends, and applications.
- Maintains a safe work environment and ensures compliance with safety objectives and policies.

Communication Skills

Must possess good mathematical skills, presentation skills, and the ability to communicate orally and in writing. Develops and writes technical documentation, makes revisions to existing documentation, and provides input to technical papers or presentations.

Education/Experience Requirements

- BA, BS or equivalent related experience
- Min. 10 to 12 years demonstrated experience in managing complex engineering or technical efforts involving multiple facets of engineering and manufacturing.
- Knowledge of 3D CAD Drafting and/or equivalent (prefer Pro-E/Wildfire and/or CATIA) a plus
- Knowledge of GD&T a plus
- Familiar with metal fabrication techniques

Working Conditions

- Periodic overnight Travel Required
- Ability to work extended hours as business needs dictate
- Office, shop floor, prototype build area, and customer job sites

GS Engineering is an Equal Opportunity Employer

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.
