



NOW HIRING FOR:

TITLE: Program Manager

LOCATION: Blue Earth, MN

SHIFTS: Day Shift; Office Hours M – Th 9 hours & F 4 hours

DESCRIPTION:

- Manage and deepen the critical account relationships and coordinate the flow of information with customer.
- Consults with Sales Management on relationship and account strategy. Reports new program opportunities, customer management changes or key personnel changes to Sales Management.
- Align strategic objectives between customer and company; grow revenue from assigned customers.
- Conduct high level periodic reviews and directs the consolidation of account performance metrics.
- Participates in planning process with customer service, sales and operations to determine manufacturing solutions.
- Coordinates and monitors the scheduling, pricing and technical performance of company programs.
- Aids in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plan, specifications, and financial conditions of contracts.
- Ensures adherence to master plans and schedules and develops solutions to program problems, and directs work of incumbents within budget.
- Maintains confidentiality of Company information.
- Understands and maintains Safety and Housekeeping Standards including using all appropriate safety equipment.
- Understands and maintains all regulations and Nortech Systems, Inc. (NSI) policies and procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

Prefer a four year degree in related field and 4 years customer service or program management experience, OR similar combination of work and educational experience. Experience in electronics manufacturing services (EMS) and contract manufacturing strongly preferred. Must have the ability to read and interpret documents such as; blueprints, operating instructions procedure manuals and safety rules. Require a professional with great communication and interpersonal skills that can effectively negotiate.

**[Equal Opportunity Employer
Substance Free Workplace]**