

Program Manager

Company

Since its establishment in 2012, our company client, the joint venture between a Chinese aircraft manufacturer and a global leader in aeronautical power and electrical system, has continuously developed: the company's engineering teams in Shanghai now consist of over 200 employees.

The position is based in Shanghai – Pudong new area District

Responsibility

- Communicate with all parties involved, internal/external, regarding all issues of the projects / 同项目相关方，进行内部/外部项目沟通。
- To develop Program plans and follow up the project progresses in accordance with Program Execution Plan and the agreed upon project goals are realized / 制定项目相关计划，按计划跟踪项目进展，实现已达成的项目目标。
- Preparation of report, KPI, supplier monthly report, on periodical basis, about project progress and status, both internal and external / 准备用于内部/外部的项目阶段性进展报告，KPI，供应商月报等。
- Coordination of set up meeting and Preparation of presentation, minutes, internal and external, and actions following up / 协调内外部会议的召开，准备会议材料，完成会议纪要，并进行行动项跟踪。
- To set up change board meeting and follow up the incorporation status / 组织更改委员会会议，并跟踪更改实施状态。
- ECP document management. Including cost resulted from modification / 工程更改相关文档管理，包括对由于更改所引起费用的管理。
- Participate program contract/agreement/amendment negotiation, ensure feasibility of contract requirements / 参与项目合同/协议及相关变更的谈判，确保合同要求的可行性。
- Coordinate and deliver program requirements/information to related departments / 协调并向相关部门传递项目要求/信息。
- Other tasks pre-requested by senior Program Manager / 资深项目经理要求的其它工作。

Requirement

- Bachelor's degree or above
- 5+ project management working experience / 至少 5 年项目管理工作经验。
- Knowledge of industry environment, either engineering or manufacturing; having product developing experience is preferred / 有工业工作背景，工程或制造；具有航空产品制造经验者优先。
- Relevant experience in aviation project management is an advantage / 具有航空项目管理经验者优先。
- PMP certificate / 持有 PMP 证
- PROMPT training / PROMPT 培训
- Fluent in English
- Native Mandarin speaker

Please send your resume to: sh-recruitment@ccifc.org