



## PROGRAM MANAGER

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### ABOUT THE COMPANY

Insight Inc.'s ultimate deliverable is transformative change for our partners. Our Lean Automation business unit provides expertise of custom automation, robotics, and controls platforms. Our Brand Activation business unit provides sales lift, differentiation, and targeted communication at point of sale. The two share a foundation of engineering and a unique strategic approach to solving our partner's challenges. For more information, visit [www.insight-inc.com](http://www.insight-inc.com).

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### JOB DESCRIPTION

Insight Inc. is seeking skilled candidates for a Program Manager to be responsible for organizing programs and activities for our organization. You will be tasked with developing programs to support the organization's strategic direction, as well as creating and managing long term goals. You will also be in charge of developing budgets and operating plans for programs and writing program funding proposals.

To be successful in this role, you will need to have prior experience in both program management and team management. A Bachelor's degree is required.

Duties and Responsibilities Include:

- Organizing programs and activities in accordance with the mission and goals of the organization.
- Developing new programs to support the strategic direction of the organization.
- Collaborate with business manager, sales & marketing groups for delivery of projects to customers
- Act as liaison between engineering / operations and business managers to deliver quality projects on time, on cost.
- Communicate well between engineering and operations groups.
- Organize project proposals, requirements, schedules, progress review meetings with staff.
- Track progress in projects, budget and communicate potential red flags by presenting mitigation plans.
- Creating and managing long-term goals.
- Developing a budget and operating plan for the program.
- Developing an evaluation method to assess program strengths and identify areas for improvement.
- Writing program funding proposals to guarantee uninterrupted delivery of services.
- Managing a team with a diverse array of talents and responsibilities.
- Ensuring goals are met in areas including customer satisfaction, safety, quality and team member performance.



- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Producing accurate and timely reporting of program status throughout its life cycle.
- Analyzing program risks.
- Working on strategy with the marketing team.

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### **REQUIRED SKILLS & EXPERIENCES**

- Bachelor's degree or master's degree in electrical or Mechanical Engineering. Business Administration is a plus or related field.
- Proven experience in program management.
- Proven stakeholder management skills.
- Proven experience managing a team.
- Experience using computers for a variety of tasks.
- Proficiency in Microsoft projects management.
- Proficiency in Microsoft applications including Word, Excel, and Outlook.
- Understanding of project management.
- Experience using computers for a variety of tasks.
- 2D / 3D CAD design experience, modeling 3D printing experience.

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### **INSIGHT OFFERS A REWARDING WORKING ENVIRONMENT WITH COMPENSATION AND BENEFITS THAT INCLUDE:**

- Competitive compensation package commensurate with your work experience, including incentive compensation
- Healthcare benefits – medical, dental, and vision
- Short-term and long-term disability insurance
- Company 401K, Pension, and Profit Sharing programs
- Paid vacation and company holidays