



Program Manager

Essential Duties and Responsibilities:

- Assist Account manager in product quotation in pre-phase preparation
- Communicate with account manager, customer, supplier during new product development, learn about customer requirement and keep timely feedback and provide technical support
- Implement DFMEA,DFM in new product development process upon the request of APQP requirement
- Cooperate with Quality function and account manager to work out corrective plan provided customer have any complaint or change request against product
- Coordinate Engineering change
- Provide necessary technical information on subcontracting product, and assess the quality together with Purchasing and Quality function
- Manage the project according to customer required timing
- Be responsible for overall project cost control by PKE
- Be responsible for project KIWI system data update vs. actual status
- Support quality department on PPAP approval for new product
- Assist Production function in solving technical problem which arises in production
- Manage the project team, ensuring the project meet the plan and spec. required
- Responsible for evaluating the performance of personnel in the team
- EMS related duties and responsibilities
- Other specific jobs which are instructed from immediate supervisor

Education/Experience

Some college preferred – minimum college graduate. Demonstrate proficiency in MS Office. Be capable of working independently and also as a vital member of the program management team. He or she must have minimum 5 years solid experience in program management in automotive industry. Must be multi-task oriented. Be to maintain confidential information. Familiar with general standards / quality tools in automotive industries, e.g. TS 16949, APQP. SPC, MSA, PPAP, FMEA. Familiar with customer specific requirements (e.g. F-Q, Q1, GP). Knowledge on ISO14001.

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