



**Title:** Program Manager

**Department:** Program Management

**Reports To:** Director of Operations

**High Integration Areas:** Engineering, Production, Purchasing, Quality, Finance, and Sales

**Job Type:** Full-Time

### About the Company

Knight Aerospace exists at the exciting intersection of aerospace, military, and medical technology. Our mission is to modernize aerospace transportation to be modular, adaptable, and customizable in an ever-changing world. We have established ourselves as the industry leader in providing quality and reliable “Quick-Change/Roll-On Roll-Off” modules and pallets to enhance the functionality of various cargo aircraft. These products allow our customers to quickly adapt their aircrafts to fit their current needs. For example, our newest product is a Aeromedical Biocontainment Module that allows for isolated medical transport units to be installed into a cargo aircraft in 45 min. Especially with the onset of COVID19, demand in the market has proven the value of our products and now we are looking to scale up. As we grow, we will continue to root our culture in these core values:

- **Caring:** We put our hearts into all we do and into every relationship. Every employee and customer relationship is essential to the success of our business.
- **Dynamic:** Speed, energy, innovation, and creativity allow us to create solutions for an uncertain future.
- **Excellence:** Quality, best practices and procedures enable the best people to make the best products.
- **Dedication:** Passion, loyalty, and willingness to step-up creates a dynamic work environment and united team.
- **Stewardship:** We manage our resources as if they were ours personally to build more thoughtful and sustainable practices.

**Position Summary:** In the age of coronavirus, modular medical units are more important than ever. Knight Aerospace designs and manufactures the most advanced systems in the world for transporting and treating patients. The Program Manager on the Knight team is a vital component for delivering products that are safe, innovative, and of high quality. The Program Manager is responsible for the coordination, planning, monitoring and controlling of programs to primarily deliver roll on/roll off palletized/module systems used for the transport of people and equipment in cargo aircraft throughout the world. The Program Manager will represent the Company and its values and will ensure that the expectations of the Company’s customers are exceeded by performing the following duties:

### Duties and Responsibilities:

- Lead the daily execution of the program within contractual requirements to assure that the program’s cost, schedule, and technical performance goals are met.
- Effectively manage the customer relationship to ensure customer satisfaction. Work with the customer to understand their needs and set appropriate requirements, keep the customer apprised of progress, and secure follow on work.
- Create and maintain a project schedule based on customer, engineering, manufacturing, supply chain, quality, and sub-contractor inputs.
- Schedule, assign, and support the creation, review and delivery of all contract data requirements lists (CDRLs) deliverables as defined by the contract.
- Establish and monitor program performance measures and metrics.



- Manage subcontractors and the supply chain.
- Identify, assess, monitor, and mitigate program risks.
- Assist with program contract management activities including negotiations, agreements, modifications, and new business proposals.
- Communicate program performance and status to the operations team and in reviews with senior management.

#### **General Expectations:**

- Works effectively with other employees to promote good teamwork and a work environment which is productive and positive.
- Leads programs in a positive, innovative, and efficient manner.
- Excellent writing and presentation skills with the ability to communicate complex ideas to technically savvy non-experts.
- Always maintains professional appearance and conduct.
- Reflects the Company's values in all communications and activities.

#### **Qualifications:**

- Bachelor's degree
- Minimum of 5 years of project or program management experience (Aerospace Industry Preferred)
- PMP certification (Preferred)
- Proficient user of Smartsheet or Microsoft Project
- Proficient user of Microsoft Office Suite

#### **Work Environment Requirements:**

- International and domestic travel in support of programs, implementations, or ongoing service.
- May require sitting, standing and or walking for long periods throughout the day.

We are located at 3606 Southwest 36<sup>th</sup> Street, Suite 101 and are an equal opportunity employer. We provide company paid medical dental, vision, life, ADD&D and long term disability insurance. We also subsidize gym memberships.

If you want the opportunity to be part of a highly innovative team in a growing company with global reach, reach out and tell us why. Please send your resume to [ngarcia@knightaerospace.com](mailto:ngarcia@knightaerospace.com)