



Position Title: Senior Product Manager
Department: Product Management
Reports To: Director, Product Management
FLSA Status: Exempt
Prepared Date: 8/1/2019
Approved Date: 8/1/2019

SUMMARY

VT Miltope manufactures rugged computers and computer devices. We have multiple offices located primarily in the United States. We encourage a healthy work life balance with our PTO programs and 9/80 work week. In addition we have excellent benefits such as tiered health plans through BCBS, 401k and various insurances that are employer paid.

This position shares financial responsibility (Revenue and P&L) with the CEO by assisting to develop annual business plans, compiling financial forecast, conducting margin analysis, creating business reviews for price list and proposals, as well as interacting daily with customers and Business Development to lead new product development, contract negotiations, and an internal team to successfully execute company operational plans.

ESSENTIAL FUNCTIONS *(To perform within this position successfully, the incumbent must be able to perform each essential duty satisfactorily. Other duties may be assigned.)*

- Collaborate with the Business Development, Engineering, Supply Chain, Operations, and Finance to establish business case for new products, compile and present business case to leadership team
- Conduct Make/Buy business reviews, create strategies and/or transition plan to successfully execute
- Create overall operational and resource plan for new products and/or customers
- Communicate to leadership on all matters related to cost, schedule and performance
- Lead internally IPT meetings and guide cross functional shared team on priorities
- Coordinate proposals, RFQ bids and contractual compliance throughout life cycle of product
- Provides status to customers and problem resolution

Supervisory Responsibilities: No

BASIC QUALIFICATIONS *(The requirements listed below are representative of the knowledge, skills, and/or ability required and preferred for this position.)*

Required Education & Experience:

- Must have a Bachelor Degree with a Minimum 5-7 years combined experience in any of the following: Pricing, Contracts, Business Management, Program Management, Subcontracting or Engineering Project Management.
- Minimum of 3 years Leadership Experience - Either leading functional teams or projects

- Minimum of 3 years' experience in development of TINA-Compliant (Truth in Negotiations Act) proposals and DCMA/DCAA audits
- Minimum 3-5 years' experience in proposal efforts to include any of the following actions: creating proposals estimates, providing guidance on proposals, performing red line review of proposals, or conducting final review of functional estimates used for proposals.
- Knowledge of FAR and DFARS

Required Knowledge, Skills, & Abilities:

- Ability to organize, schedule, budget and coordinate work phases; excellent time management skills.
- Strong interpersonal, verbal and written communication skills to interface with internal employees, external customers, vendors, and be able to accurately document, report and present
- Proficient with Microsoft Office (Word, Project, Visio, Excel & PowerPoint); proficient experience using internal ERP systems.
- A drive for results in a teambuilding environment
- No travel restrictions
- Ability to obtain a Secret Clearance

Preferred Education & Experience:

- Bachelor Degree in Business, finance or related field
- Experience conducting complex cost analysis and risk modeling
- Excellent oral and written communication skills
- Ability to effectively manage competing priorities and deadlines
- Ability to handle multiple tasks in a fast paced environment
- Ability to think proactively
- Excellent problem solving, organizational, and communication skills

Physical Demands and Work Environment:

- While performing the duties of this job, the incumbent is frequently exposed sitting, walking and reaching in a desk/office environment.
- The noise level in the work environment is usually moderate.