

Technical Program Manager



duraTOUCH.

If making an impact is rewarding to you, then come join one of Chicago's premier technology companies. At UICO you will find yourself in a stimulating and rewarding work environment with considerable growth potential. We are searching for a talented Technical Program Manager. This position offers the right candidate the opportunity to be a key player in UICO New Product Development (NPD.). The goal of the Technical Program Manager is to work with the Sales, Engineering and Operations teams to facilitate the development of innovative touchscreens solutions that meet our customers' schedule, performance and quality goals.

We are looking for a team player with a positive attitude, strong attention to detail and the ability to multitask effectively. As a Technical Program Manager you are the "Owner" of the NPD process so it is important that you are proactive, work well with a variety of Stakeholders, and are willing to take on new challenges.

Title: Technical Program Manager Reporting Relationship: position reports to the Director of Engineering

Responsibilities:

- Manage all NPD project deliverables from Scoping through release for Mass Production.
- Create Timelines, Task Lists, and Risk Logs for each NPD project.
- Lead weekly NPD Project Status Meetings with Internal Engineering, QA, and Sales Teams
- Communicate status of project deliverables and technical requirements directly to customers, overseas manufacturing, and internal/external stakeholders.
- Coordinate with the internal Operations team to facilitate sample build logistics- placing Supplier POs, Supply Chain strategy, shipping details.
- Coordinate with overseas manufacturing CMs to facilitate sample builds to Engineering specifications.
- Assign project-related Tasks to the Engineering team to meet Project Timeline and Priorities.
- Track and advocate for the completion of Critical Path tasks to maintain NPD project schedules.
- Communicate expected Sample delivery dates to the customer and advise of changes during the NPD process.
- Maintain project documents to comply with UICO ISO requirements.
- Communicate with Quality to assure Supplier audits required by the customer, product certifications, PPAPs, FAIRs, CoCs get completed as needed.
- Facilitate the Capture process by providing estimated lead times/timelines for prospective customers.
- Engineering Design Changes- Support review and compliance to all released documents to assure proper implementation of ECN changes in the factory.
- Track shipments from supplier to customer, send customers tracking information
- Create, manage, and maintain NPD project files, Risk and Issue Logs, Phase Gate Worksheets for NPD projects. Assign Project Names and New Project Numbers.
- Provide support to the Engineering Director as requested, Project metrics, customer/supplier communication, NPD KPIs and status updates.
- Resolving or appropriately routing customer technical inquiries to Engineering team members for resolution. Follow up to ensure the closure of customer queries and concerns

Technical Program Manager

Requirements:

- Bachelor's degree in Engineering, preferably in Mechanical and/or Electrical Engineering
- Minimum 7 years of experience in New Product Development of electro-mechanical or electronics devices preferably in a Manufacturing environment
- Experience reading/interpreting technical drawings, both Mechanical and Electrical
- Excellent organizational, planning, communication and follow-up skills
- Ability to analyze situations and make effective decisions in a timely manner to avoid delays
- Must have strategic, analytical, and problem-solving skills
- Fast learner with a high level of energy, bias for action, and commitment to excellence
- Excellent written and verbal communication skills, multitasking and critical thinking ability required
- Proficiency with Office productivity suite (Excel, Word, PowerPoint)
- PMI Certified PMP preferred
- Knowledge of various Gantt chart tools is a plus, but not a requirement