



Armatec is looking for a Program Manager!

Please note that to be a candidate for this position, you must be able to obtain Government Security Clearance.

An innovative company with an entrepreneurial spirit, Armatec was established in London, Ontario, Canada in 1997. In the last 20 years Armatec has established itself as a significant player in the defence survivability market. Our products are instrumental in saving soldiers' lives around the world and we continually strive for innovation and product excellence.

Armatec is looking for a professional with passion, energy and initiative who wants to join our team. The successful candidate will have proven experience with a desire to think outside common boundaries and an appetite for growth. Key requirements for the individual looking to join our team of cultural high performers is a team player with excellent listening and inter-personal skills, the ability to empower your team and foster inter-departmental synergy.

Armatec prides itself on the highest standard of ethics and compliance to our values, our mission and vision; all key to the future innovation and growth of our company.

Do you have what it takes to provide guidance and mentorship in this fast moving and high tech environment?

**Position Title:** Program Manager

**Location:** Dorchester, Ontario

## **General description**

The Manager of Programs is responsible for the development and implementation of all program development strategies. This individual will develop goals, strategies, and implementation plans to execute a comprehensive and cohesive plan for all of Armatec's business goals. The incumbent will be responsible for the launch and management of new products, services, and associated brands to meet profitability goals through effective program development. Responsibilities include, but are not limited to, completing programs within the specified deadlines, direct the programs team in their project completion, budget and success. She/he will be responsible for completing various internal communications and completing the annual internal communications development plan for the organization.

## **Required Skills and Qualifications:**

- University Degree or College Diploma in a related field.
- Direct experience with defense acquisition with either DMO, DND or DoD.
- Minimum 3 years' experience in a Business Development or Program Management position.
- Demonstrated experience and knowledge within the field of systems engineering including the development, implementation and management of programs in accordance with process of either DMO, DND, or DoD.
- Practical experience within the defense capability development cycle.
- Experience with both military and civilian ground vehicle systems.
- Detailed demonstrated knowledge of the current global defense market and opportunity.
- Preferable experience in composite manufacturing and application for the defense market.

- Minimum 5 years' experience in a managerial and leadership role
- Experience in Sales at a manufacturing and/or R&D facility an asset
- Experience in Program and Contract Management an asset
- Experience in After Sales Service an asset
- Ability to create, and assess feasibility studies.
- Strong analytical and research skills.
- Understanding of financial reports including budgetary guidelines and project expenditures.
- Computer literacy, including effective working skills of MS Word, Excel, PowerPoint, Adobe products and e-mail required.
- Possess experience in the operating within ISO 9001:2008 Quality Management System.
- Ability to communicate effectively in both official languages an asset.
- Knowledge of a foreign language an asset.
- Excellent organizational, strategic, planning and implementing skills.
- Commitment to providing excellent customer service.
- Ability to process vague, abstract verbal and written instructions.
- Ability to develop and maintain strong working relationships both internally and externally.
- Excellent writing and verbal communication skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Effective attention to detail and a high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization, and execution skills.
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Possess a working understanding of leadership principles and management best practice.
- Possess excellent verbal and written communication skills for a demanding and customer focused working environment.
- Possess excellent personal organization and business administration skills in accordance with modern best practice methods.
- Ability to meet greet and talk with customers and potential clients
- Ability to build a high performance team who can operate efficiently, effectively, productively and cost effectively.
- Be personally energetic, dynamic, positive, enthusiastic and possess the ability to think laterally and act through reasoned decision making.
- Be able to get things done and make things happen to achieve the aims of production and the business.
- Ability to respond appropriately and deliver results in pressure situations with a calm and steady demeanor.
- Possess the ability to work productively, efficiently & effectively with initiative and drive under tight timescales and pressure whilst maintaining attention to detail and quality.
- Possess the ability to implement and manage change in the business.
- Possess the willingness to learn, improve and adapt.

## **Essential Duties:**

The duties associated with this position include, but are not limited to:

- Bid management: bid strategy implementation, bidders conference, clarification questions, bid compliance management, business case reviews, bid cost budget management, proposal management (coordinate IPT)
- Bid preparation
  - Info requests for team members: technology, costing, terms and conditions, scheduling, risk register, capture strategy, legal support, export licensing, finance plan, CCC,FMS, conditions, PM, SCM, quality
  - Proposal writing: framework, compliance plans, score matrix, review process (review plan, review audits (pink and red team reviews), review result implementation), proposal writing, proposal approval

- Bid submission
  - Bid follow-up: bid support activities, bid tracking, bid down select and sales interface, bid debriefing
  - Bid improvement workout- bid review lessons learned
  - Proposal forecasting
- Global Competitive analysis reviews
- Find opportunities for unsolicited bid proposals and passing them
- **GFP/GFMManagement** – audits, material log/database management, tagging and registration, DCMA, security requirement, loan agreements
- **ITAR/Controlled Goods Management**
- **Legal Agreements** – NDA processing, PIXA, teaming Agreements, TAA, Third party equipment loan agreements
- Provide senior mentoring for all Project/Contract Management in accordance with establish industry best practice.
- Lead efforts in customer interface and point of contact for all business opportunities and contracted effort.
- Act as Operation/Engineering Liaison in the integrated management team
- Financial data reporting related to program performance and schedule
- Business support (ECP, CCP, business, additional service and support, market intelligence, customer information)
- Lead Contract negotiations for all business opportunities and program
- Responsible for achieving customer satisfaction KPI
- Implementation if corporate and program specific risk management programs
- Identify new business opportunities
- Lead and manage product improvement working group
- Customer Service
  - Maintain proactive, dynamic and effective communication with customers (internal and external) at all times Offer flexible and helpful customer service to maintain a high level of customer satisfaction and repeat business.
- Health & Safety
  - Promote & maintain awareness and compliance of H&S in accordance with best practice and legal requirement.
- Operational Performance
  - Monitor and manage Business Operations KPI's though the use of company Performance Metric systems
  - Develop & implement operational improvements
- Developing a high performance workforce
- Other duties as required

Armatec offers a competitive compensation package with a comprehensive, flexible group benefits program.

Qualified candidates may apply to: [hr@armateconline.com](mailto:hr@armateconline.com). Please **include position title in e-mail subject line**. We thank all who apply, but only applicants selected for an interview will be contacted.

### **Equal Employment Opportunity**

Armatec is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals.

