

COMPANY: Zonatherm Products, Inc.
POSITION TITLE: Executive Leadership Team (ELT) Program Manager
LABOR CATEGORY: Exempt
REPORTS TO: Chief Operating Officer
APPROVED BY: Chief Operating Officer
DATE: 10/30/2023

JOB SUMMARY

The Executive Leadership Team (ELT) Program Manager supports the ELT by overseeing the project management, planning & execution of key initiatives. They optimize productivity and ensure the smooth operation of the ELT by facilitating the efficient execution of programs, projects, and initiatives. They work closely with the ELT to ensure alignment with Company objectives. They provide the necessary support to allow the ELT to focus on their core functions.

ESSENTIAL RESPONSIBILITIES

- Collaborates with the ELT to initiate projects, develop project charters, and establish clear project objectives and deliverables.
- Oversees and manages projects throughout their lifecycle, ensuring successful task completion, monitoring progress, and conducting regular follow-ups.
- Facilitates meetings to maintain effective communication, address concerns, and ensure alignment with project goals.
- Ensures that all programs, projects, and initiatives are aligned with the company's strategic objectives and contribute to its overall success.
- Leads the planning, execution, and monitoring of programs, projects, and initiatives to meet predetermined objectives and deadlines.
- Provides comprehensive reports and updates to the ELT, offering insights into project status, challenges, and opportunities.
- Creates and delivers documents and presentations conveying project progress, findings, and recommendations.
- Keep projects on track, within budget, and on schedule.
- Offers specialized support to the ELT for more complex and technical programs and projects.

SECONDARY RESPONSIBILITIES

- Comprehends and adheres to all safety, quality, and Company guidelines specified in the Employee Handbook, the safety policy manuals, quality procedures or any official Company documents.
- Other duties, as assigned.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- **Education and/or Experience:** Requires bachelor's degree with 3+ years of experience as an ELT Project Manager with the knowledge of Agile management or an equivalent combination of education and experience.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, decimals, ratios, and ability to interpret graphs and charts.
- **Reasoning Ability:** Demonstrates the use of problem-solving using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Communication Skills:** Excellent phone etiquette and verbal communication skills: Ability to listen effectively to understand the needs of internal and external customers. Ability to talk with customers, coworkers, and vendors, and appropriately adjust technical content to meet different audience knowledge. Ability to write effectively for electronic communication with customers, coworkers, and vendors.
- **Computer Skills:** Ability to operate NetSuite and Microsoft Suite (Word, Excel, Outlook), and project management tools such as Microsoft Project. Minimum typing speed of 50 words per minute.
- **Supervisory Responsibilities:** This position has no supervisory responsibilities.
- **Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, stand walk; and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. Requires the ability to bend or stand on a stool as necessary and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Driving Responsibilities:** This position requires no travel during regular business hours.
- **Work Environment:** This job operates in a in a warehouse and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.
- **Position Type and Expected Hours of Work:** This is a full-time position, and typical work hours and days are Monday through Friday, 8:00 A.M. to 5:00 P.M. with one (1) hour unpaid lunch.

- **Other Qualifications:** Requires the ability to organize, time manage, and multi-task for maximum efficiency. Must possess exceptional attention to detail, communication, and interpersonal skills. Must handle confidential information with discretion. Requires advanced computer skills and the ability to work independently and as part of a team.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.