



*The Product Realization Company*



## BEST IN THE WORLD AT PRODUCT REALIZATION

Plexus delivers optimized Product Realization solutions through a unique Product Realization Value Stream service model. This customer-focused services model seamlessly integrates innovative product conceptualization, design, commercialization, manufacturing, fulfillment and sustaining services to deliver comprehensive end-to-end solutions for customers in the Americas, European and Asia-Pacific regions.

Plexus is the industry leader in servicing mid-to-low volume, higher complexity customer programs characterized by unique flexibility, technology, quality and regulatory requirements. Award-winning customer service is provided to over 140 branded product companies in the Networking/Communications, Healthcare/Life Sciences, Industrial/Commercial and Defense/Security/Aerospace market sectors.

## WE PRIDE OURSELVES ON HIRING THE BEST

Now we are looking for a **Program Manager Associate** to join our team:

### Your Job Responsibilities:

- Manage preparation of customer visits - presentation, agenda
- Manage on-time-delivery (OTD), Customer Monitor (RYG) and Customer Satisfaction Survey data and reporting with Program Management (PM) team and site staff
- Maintain weekly consolidated site program summary
- Maintain and update the monthly operations site/program overview for Monthly Operations Review
- Initiate site and program management-related documents in the Plexus DCS (Document Control System)
- Maintain the Customer Focus Team (CFT) matrix for the site
- Prepare advanced level charts, graphs and analyze data as required
- Run, analyze and communicate on necessary reports in support of Program Management activities
- Overdue AR follow up with customer contact

### Your Skills and Qualifications:

- Degree in a Business or Technical field is required
- Experience on this role and equivalent industry experience is highly desirable
- Proven experience interfacing successfully with customers
- Effective decision making and problem solving skills
- Regularly update and contribute to team SharePoint site
- Possess excellent oral and written communications skills