criteria labs

Job Description

Do you want your skills to have a direct impact on company results? Do you want to feel the role you play has a direct impact on customer success? Do you want to lead an accomplished team to deliver technology so innovative that it flies and thrives in space? We need you.

Criteria Labs is growing 30% per year and looking for a Technical Program Manager that is responsible for the successful delivery of complex back-end semiconductor and electronics assembly and qualification services.   The program manager reports to the sales director and is responsible for the project from order acceptance to delivery, using Microsoft Project to build a program schedule and coordinate with engineering and manufacturing teams to align resources and deliver the plan. This role must develop a deep understanding of the semiconductor back-end services processes and test, both electrical and environmental. In addition, the program manager follows the company processes to assure all projects are delivered in accordance with ISO, Space and Military standards. This role is critical to customer satisfaction and repeat customer business, anticipating roadblocks and identifying creative solutions to keep projects on-schedule without sacrificing quality. This requires a creative problem solver and relentless mindset.

Responsibilities:

- Owns project delivery from order entry to shipping
- Creates and owns the project plan and coordinates project activities
- Coordinates project schedule and tasks with stakeholders; engineers, technicians, supervisors, purchasing, accounting, shipping/receiving, quality
- Communicates status updates to director of operations, president & sales director
- Helps to align the progress of resources to meet project on-time and budget performance objectives
- Communicates schedules to customers regularly and with detail to assure customer satisfaction
- On occasion will interface with external suppliers to assure delivery of supply chain products or services
- Engages with technical and business leadership teams to understand and detail program scope, establish coordinated schedules, assess, and handle program progress and risk, and run resource and budget plans

Qualifications:

- Experience in the high reliability semiconductor market, space, military, oil and gas
- Successfully built and execute projects with Microsoft Project or similar project management platform

- Demonstrated ability to grasp new technical concepts quickly and to lead technical teams
- Confidence to evaluate risks and tradeoffs and present solution options to management
- Ability to influence to deliver schedules
- Skilled in collaborating with customers & partners
- Familiarity with budgeting, resource prioritization, and long-range planning
- Excellent written and verbal communication and presentation skills

Requirements:

- US Citizen
- 5+ years of experience in project management
- B.S. in Engineering
- Located: Austin