

Position: Program Manager (location – Marion, AR)

General Description:

Hino Motors Manufacturing U.S.A. Inc, the commercial truck division of Toyota, has a direct hire opportunity for a **Program Manager** at its **Marion, Arkansas Plant**. The position will report to the Senior Vice President of Corporate Strategy Development, located in Novi, Michigan. This position will be for Toyota projects, responsible for developing and tracking new projects from initial development through SOP. This would include the following areas - Equipment, Tooling and Building Construction development, timing, and budget. This position will lead cross functional teams and be responsible for holding meetings, updating upper management on progress and issues. This position will be required to develop and utilize detailed schedules to ensure on time and successful implementation of the project. Being able to lead other team members and being a self-starter are key characteristics for this position.

The successful candidate will be responsible for:

- Defining a clear scope for the project and ensure that the required team members are in place
- Understanding of Toyota processes and expectations for new model launch, making sure to keep the team meets all requirement set forth by Toyota.
- Developing and tracking budgets for each project
- Development of the overall detailed project schedule and weekly updates
- Development and updating of weekly detailed reports for each project to show status and issues to upper management.
- Working with the internal Legal department to make sure contracts are put into place with suppliers and contractors
- Working closely with plant management to improve the processing or layouts of a project that improves quality and through put of a process.
- Working closely with suppliers and contractors to ensure timely completion and reporting of projects and resolving any issues that may arise
- Updating documents for report out in Obeya rooms

Job Requirements:

Successful candidates for the Program Manager role should have a strong working knowledge of managing multiple projects. Someone with ability to work in a team environment, lead meetings, and meet tight schedules.

Additional requirements of the Program Manager role include:

- Bachelor's Degree in Engineering (Mechanical, Industrial, or Electrical)
- 5 years program management experience
- Demonstrated ability to manage multiple and difficult projects and assignments with a high level of autonomy and accountability for results
- Demonstrates initiative by reaching beyond work assignment to improve output and to help others
- Strong technical knowledge and ability to understand manufacturing processes required for the project, or ability to quickly learn and research new areas of knowledge
- Strong knowledge and ability to implement cost and quality improvements (Kaizen)
- Proven ability in project management skills
- High level of written and oral communication skills
- Strong analytical, problem solving, and presentation skills
- Willingness to travel domestic and international
- Strong ability in Excel and Microsoft Project
- Experience in Auto CAD is beneficial but not necessary
- Required travel up to 30%, on site visitation to Toyota, Novi Michigan and or suppliers is a must for this position
- Toyota Program Management is preferred