



JOB DESCRIPTION

ADI Engineering, Inc.

Position

Program Manager

Location

Charlottesville, VA

Required Travel

15-20%

Company Description

ADI Engineering Inc. is a leading provider of custom design-through-manufacturing solutions for advanced applications in embedded computing, wireless and wireline communications, security, high-speed signal processing, and industrial markets. ADI also develops and manufactures products including reference platforms and single board computers targeting a wide variety of communications and wireless applications. ADI's team is comprised of seasoned professionals averaging over 20 years experience each. Founded in 1990, ADI is a stable, profitable and quickly growing privately held company with corporate offices and R&D facilities in Charlottesville, Virginia, and with manufacturing facilities in the US, Mexico, and Asia. ADI is represented by a worldwide network of distributors.

Job Description & Responsibilities

The Program Manager is responsible for managing all aspects of assigned projects, including overall project accountability, daily project management, requirements definition & solution delivery, financial management & reporting, risk & scope change management, materials coordination, resource allocation, subcontractor management and customer communications. He will act as the main interface between the customer and all internal ADI resources & outsourced contractors required to successfully deliver the customer's requirements. In addition to customer-specific projects, the Program Manager will also be responsible for full-life cycle product management of ADI's standard products. In this capacity, he will interface with Marketing, Engineering, Manufacturing and Operations to fully own the New Product Introduction process, product life cycle, and next-gen upgrade path of assigned product families. He will lead technical product reviews, understand market needs and forecasted volumes, create & manage all internal and external documentation, work closely with operations to define delivery cycles & constraints, create customer support programs, conduct

margin analysis, and act as a “product expert” in support of sales.

Education & Key Knowledge Areas

1. EE or IE Degree required; advanced degree desired
2. 8+ years Project Management experience in electronics industry
3. Experience interfacing with technical customers and manufacturing.
4. Demonstrated comprehension of Project Management Methodologies & Concepts
5. General knowledge of Wi-Fi/WiMax/802.11X products.

Key Experience History

Demonstrates extensive knowledge in field of complex hardware/software embedded solutions. Has successfully served as point of authority and/or source of technical knowledge for complex projects and technical products. Ability to preempt potential problems and provide effective solutions in reaction to application of concepts, techniques, knowledge, or processes. Has displayed original thinking in applying principles, theories, and concepts on a wide range of problems.

Direction of Others

Ability to work well in a matrix organization, driving resources outside of formal scope of authority. Ability to function effectively in ADI’s super-flexible, non-traditional office environment.