

**Summary:**

Haigh-Farr is a premier antenna design, manufacturing and test house developing products used across all platforms in the aerospace industry including missions to Mars, the International Space Station and products fielded to the U.S. Military supporting the warfighter. In our over 50-year history we have enjoyed steady, planned growth. In 2021, Haigh-Farr plans to further grow our team and capabilities to meet increasing demand and to expand into new markets and antenna technologies.

Haigh-Farr is seeking a Program Manager with 5-10 years of experience in Program Management. The ideal candidate is creative and has the ability to review technical documents, review proposals, quotes, and customer specifications. Candidates must be familiar with project management methodologies and best practices as well as experience interfacing with customers at various levels.

Responsibilities:

- Execution of multiple projects within contract requirements to assure that cost, schedules and performance goals are met.
- Develop and implement plans and schedules to execute contracts
- Provide interface, communication and coordination with internal and external customers on matters pertaining to project activities.
- Assure that conduct of contract requirements is executed in accordance with appropriate regulations and Company policies and procedures.
- Allocate and control contract budgets for labor, material, travel, and purchased services.
- Ensure that projects are delivered within budget and on schedule.
- Provide leadership to project team and assure communication and cooperation among team members exists.
- Maintain close communication with the customer during the project life-cycle and beyond.
- Monitor and manage ongoing customer activity while resolving customer issues.



- Assure a timely closeout of completed programs to ensure that all obligations are satisfied and project documentation is properly recorded
- Identify opportunities for additional work scope and follow-on prospects.

Knowledge & Skills:

- Excellent customer interface skills.
- Demonstrated ability to lead teams in project based environments.
- Excellent problem solving skills.
- Excellent presentation skills.

Qualifications:

- Bachelor's degree, Engineering- Electrical or Mechanical preferred
- 5 to 10 years project management experience in a Manufacturing Company
- Demonstrated success in project reviews, scheduling, and cost control.
- Familiar with the full life-cycle of the software and courseware development process.
- Proficiency with MS Office and MS Project is required.

Why should you join Haigh-Farr?

Haigh-Farr is a fast paced, growing company that recognizes employees with a promote-from-within philosophy. We believe in a friendly work environment where employee contributions are well received and a key component to our success. Our facility features state of the art technology and the latest manufacturing and testing capabilities. Please see more details about our benefits below.

- Health Insurance Plan with Health Reimbursement Feature, Dental Insurance and Vision Insurance
- Flexible Spending Accounts – Health and Dependent Care
- Company Paid Disability Insurance and Group Term Life Insurance
- Paid Vacation, Holidays, and Sick Time



Program Manager

- 401K with Company Match
- Competitive salary, commensurate with experience and capabilities
- Company Sponsored Social Events – pizza luncheons, golf outings, food truck BBQ luncheons, Holiday Parties
- Wellness Prevention – Annual In-House Flu Clinic, Gym Membership discount through Health Insurance Plan