



New Horizons Telecom is looking to add a highly motivated qualified individual to our Program Management Team. New Horizons Telecom, Inc. specializes in the delivery of turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries. We have been in business for over 40 years and look forward to adding to our team at our Palmer, Alaska office.

A qualified individual will have Telecommunication experience and the capability to lead complex projects that involve engineering, construction and financial components.

The Program Manager will be responsible for overall project safety, quality, execution, and performance including preparation of project deliverables, schedule, budget, and staffing. The position requires strong interpersonal skills and the ability to interact with clients, project staff, and subcontractors.

As a member of the project management team, a candidate will be expected to:

- Be able to develop and maintain a project scope, schedule and budget.
- Have a working knowledge of Microsoft Office suite programs and computer-based scheduling software.
- Knowledge of Spend Plans/Forecasting.
- Maintain program records, timelines, and all other documentation.
- Able to coordinate, support and communicate with colleagues across all disciplines and work closely with Management Team and Program Administrator's to establish clear and firm Scope, Schedule and Budget accountabilities.
- Maintain social contacts with clients.

Minimum requirements:

- College degree preferred from an accredited college.
- Successful experience in Program/Project Management with previous employers.
- Experience in the personal management of schedules and budgets.
- Experience in interfacing directly with client and/or government officials.
- Proficient with spreadsheets, word processing and standard office software (MS Excel, Word, Project and Outlook).
- Highly articulate in speech and be able to deliver verbal reports and dialog.
- Ability to effectively organize reports and to follow prescribed formats with use of proper grammar, syntax and punctuation.

Salaries are based on experience and an excellent benefits package is available to qualified employees. If you feel you are a qualified candidate for this position, please email your cover letter and resume to jobs@nhtiusa.com.