



New Horizons Telecom is looking for a highly motivated, qualified individual to join our team as a Program Manager. New Horizons specializes in delivering turnkey telecommunications infrastructure solutions for clients within all major commercial sectors and industries.

A qualified individual will have telecommunication experience and the competency to lead complex projects involving engineering, construction, and attendant financial components.

The Program Manager will be responsible for overall project safety, quality, execution and performance, including preparing 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 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.
- Ability to coordinate, support and communicate with colleagues across all disciplines. Work closely with the Management Team and Program Administrators to establish clear and firm Scope, Schedule and Budget accountabilities.
- Maintain social contacts with clients.

Minimum requirements:

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

All applicants must be able to pass an alcohol and drug screening test. 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.