

About Source Intelligence

Source Intelligence is a PE-backed software and service provider that exists to help people and the planet. Our technology-powered solutions collect and analyze data to streamline supply chain compliance and transparency. We support our customers through three platforms, including restricted substances, responsible sourcing, and product lifecycle management. We have built solutions that support more than 40 global regulations. After serving more than 300,000 customers and suppliers throughout our ten years in business, we are just getting started.

About the Role

The Program Manager works directly with clients to manage and operate their supply chain compliance and transparency programs. The Program Manager will manage and coordinate all operational activities of the assigned programs to include oversee program activities; provide professional and effective communication to internal teams, as well as external updates to clients; handle daily staff assignments; and track program deliverables and timelines. The ideal candidate will have the ability to manage multiple competing priorities and work effectively under the pressure of time in a fast-paced work environment.

The candidate must also possess organizational skills and be able to work efficiently, independently and with a team. The Program Manager must have sufficient project management knowledge and awareness of details to be able to recognize when challenges are developing in the delivery of service to a customer, and to initiate communication regarding appropriate corrective actions. The Program Manager is responsible for coordinating program activities with other project participants to ensure customer requirements are being met. Occasional travel may be required.

What You'll Do

- Plan, schedule, coordinate, and perform operational and management aspects of multiple programs.
 - Develop and effectively manage program timelines to ensure timely completion of contracted program deliverables.
 - Attend and chair assigned client meetings.
 - Maintain a positive rapport with, and a good working knowledge of each client's program/s.
- Accountable for the successful completion of assigned projects.
 - Encourage and maintain high professional standards for projects to help ensure successful project deliverables.
- Analyze, manage, and produce program data reports.
- Develop presentations and other materials for use during program-related events.
- Maintain regular contact with assigned clients to ensure maintenance of customer relationships, loyalty, and client retention.

- Coordinate and participate in client meetings and assist in resolving client project issues.
- Participate in employee education, training, and awareness.
- Participate in strategic planning activities relevant to program delivery.

What we're looking for:

- Bachelor's degree in Policy, Business, Environmental Sciences, or comparable experience.
- At least 1-3 years relevant externally facing project management experience required.
- Proven ability to lead multiple projects successfully.
- Strong Microsoft Excel skills, including database management and analytical data presentation. Ability to use a range of formulas and manage pivot tables preferred.
- Excellent written and oral communications.
- Excellent judgment, decision-making skills, and the ability to work under continual deadline pressure.
- Excellent presentation skills and experience presenting to senior management utilizing Microsoft PowerPoint.
- Ability to create collaborative relationships internally and with external clients.
- Ability to effectively juggle competing needs.
- High degree of self-motivation and ability to work independently and with a team.
- Align with the company work culture, mission, and goals.
- Currently Hiring within England with the right to work status.
- Position is full time Homebased.

We want you to bring your whole human self to work every single day. We accept you for who you are and consider everyone on an equal opportunity basis without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply, submit your resume to HR@sourceintel.com.