



The Tools You Need to Win at Retail™

## Program Manager

### Overview

At Accelerated Analytics, we've been collecting, analyzing and reporting on POS and EDI 852 data for some of the biggest brands in DIY, Home & Hardware, not to mention Beauty, Consumer Products, and Fashion, since 2003. Our team includes talented project managers, engineers, and business analysts with a passion for retail and a knack for numbers. And our dynamic sales, creative and administrative staff keep us inspired and our business moving forward. We are looking to add a Program Manager to our team who is interested in a long-term opportunity at a growing company. Learn more by visiting [www.AcceleratedAnalytics.com](http://www.AcceleratedAnalytics.com).

### Location

Bradenton, FL. Relocation to main office is preferred, but not required. Relocation assistance is not provided for this position.

### Job Description

The Program Manager has the responsibility of managing a portfolio of client accounts to maximize margin, mitigate risks, identify and develop new business opportunities, and collaborate with the Director of Client Services and other Program Managers on the development of procedures and policies for a growing client base and an expanding service offering. This role focuses on building program stability and longevity, increasing performance of accounts for key metrics, and utilizing a diverse team of business and technical resources to ensure excellent service levels and client satisfaction. It is a partially sales-based position and includes incentive compensation for exceeding objectives. May include some direct project management. Some travel is required - up to 25%.

This position will appeal to a high-energy, self-motivated individual who combines exemplary sales and communication skills with business acumen and proactive leadership. The ideal candidate is someone which others would describe as smart, inquisitive, detail oriented, and a people person.

### Responsibilities

- Creates and executes account plans for multiple client types including retailers, CPG/hardline vendors, and fashion/cosmetic vendors in accordance with defined standards and objectives
- Facilitates business development, program planning, and business requirements meetings internally and with clients
- Assigns and ensures proper requirements, design, and accounting documentation sets are being created and maintained for all accounts
- Collaborates with Director of Client Services to establish and refine budgets and objectives quarterly to ensure annual sales goals are met
- Identifies resources types needed and collaborates with project managers to ensure projects are completed on time or ahead of schedule and within budget
- Manages day-to-day operational aspects of all accounts in the program(s)
- Manages the program stakeholders with regard to expectation setting and alignment
- Manages the program team
- Provides constructive and critical feedback to project teams upon project completion and identifies opportunities
- Manages the program budget (tracking budget variances - cost versus budgeted cost)
- Create program budget and forecast estimates

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941-746-2073



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- Manages the program conflicts and/or escalates to senior management in a timely fashion (from program issues, risk mitigation, and program team interactions)
- Identifies and develops areas of process and service improvement
- Establishes prioritization and work sequencing within the program plan
- Minimizes our exposure and risk on programs
- Represents program needs/prioritization with management as the health and progress of the program portfolio is monitored

### Requirements

- 3+ years program management or national account management experience in successfully delivering complex technology solutions or retail programs
- Experience working in a fluid, fast paced, cross-functional, and cross-team environment
- Experience in program lifecycles from business case development to final delivery, oversight of project teams as they gather functional and technical requirements, establishing program strategy and program timelines, status reporting, issues/risks oversight, and deployment oversight
- Experience in managing program in a matrix oriented organization, providing guidance and direction to resources that do not directly report to the program manager
- Experience in guiding teams thru business case and scope evaluation
- Strong proficiency with core Microsoft Office Tools (Outlook, Power Point, Excel, and Word)
- Proven experience meeting or exceeding objectives on short and long term projects or programs
- 3+ years' experience in conducting Business or Systems Analysis will be considered a strong asset as evaluation and documentation of business and functional requirements will be part of the role
- 3+ years' experience in a business development/sales role
- Previous experience in the retail industry is highly preferred
- Bachelor's degree in business, accounting, finance, or mathematics
- CAPM or PMP training and certification not required will be considered a strong asset
- Sandler sales training not required but will be considered a strong asset
- Excellent English communication skills - both verbal and written
- Self-motivated and self-directed
- Very high attention to detail
- Valid US driver's license
- Valid US Passport - or ability to obtain a passport after starting employment

### What We Offer

- Competitive salary
- Opportunity to travel
- Medical benefits
- Retirement plan with company matching
- Paid vacation
- 8 paid holidays

To apply, please complete our initial hiring assessment and upload your resume by clicking the link below.  
<http://www.ondemandassessment.com/verify/apply/DReeSqv/hbCPPbPh>

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