



Junior Program Manager

Employer

Galaxy Technologies
1111 Industrial Road
Arkansas City, KS 67005

Job Details:

Status: Full Time

Position: Junior Program Manager

Location: Winfield

Salary: \$20.00 to \$25.00 Hourly

Shape the Future with Galaxy Technologies!

Join the Galaxy Technologies team as a **Junior Program Manager** in Winfield, KS, and step into an exciting role where you'll support our Sales and Program Management team. Reporting to a Senior Program Manager, you'll be at the forefront of engaging with both existing customers and prospects, driving sales growth and ensuring exceptional service delivery.

Responsibilities:

- **Drive Sales Growth:** Collaborate with the sales and business development team to expand our market share, contributing to the company's overall success.
- **Pricing and Billing:** Utilize pricing lists and collaborate with department heads to determine service charges. Assist in collecting payments and managing billing processes efficiently.
- **Customer Engagement:** Serve as a primary point of contact for customers and prospects, maintaining clear and proactive communication to address their needs and concerns effectively.
- **Order Management:** Enter and manage orders accurately, promptly addressing any issues or concerns that arise to ensure customer satisfaction.
- **Issue Resolution:** Tackle challenges head-on by identifying and implementing solutions, both internally and externally, fostering positive relationships with all stakeholders.
- **Flexibility and Support:** Be ready to take on additional tasks and responsibilities as needed to support the dynamic needs of the business.

**Requirements:**

Minimum of 2 years' experience in a related position.

Previous experience in customer support within a custom manufacturing environment.

Excellent interpersonal and communication skills, both verbal and written.

Strong computer skills, including proficiency in Microsoft Office products (Word, Excel, Project), and experience with ERP/CRM systems preferred.

Ability to thrive in a fast-paced environment, handling multiple priorities with a positive attitude.

Basic understanding of math and the ability to read engineering drawings and supporting documents.

Problem-solving and conflict resolution experience preferred.

Schedule

Schedule: Monday to Friday, 8am to 5pm

Benefits

At Galaxy Technologies, we believe in supporting our employees both personally and professionally. We offer a comprehensive benefits package designed to meet your needs and help you thrive in and out of the workplace. Here are some of the benefits you can enjoy as part of our team:

- 401(k) with Matching
- Dental, Health, and Vision Insurance
- Flexible Schedule
- Employee Assistance Program
- Health Savings Account
- Life Insurance
- Paid Time Off
- Professional Development Assistance
- Referral Program
- Retirement Plan

Application Instructions: [Here](#)

