

Position: MilkTracker Project Manager

The MilkTracker Project Manager will be responsible for the following: the coordination and completion of projects on time and within scope; oversee all aspects of projects from date of contract execution through the completion of installation and training; set deadlines, assign responsibilities and monitor the progress of a project; implementation of project management tools to provide visual representation of project status; and prepare reports for upper management regarding status of the project.

The successful candidate will work directly with MilkTracker clients and team members to ensure deliverables fall within the applicable scope and timeline. He or she will also coordinate with other departments to ensure all aspects of each project are compatible.

This position requires a bachelor's degree and 2-4 years of experience in project management (project management certification preferred). Experience in specific areas of responsibility would be considered in lieu of degree(s)/certification(s). An ideal candidate would have project management experience in Healthcare Information Technology (HIT). This candidate should be able to rely on limited experience and judgment to plan and accomplish goals, perform a variety of tasks, lead and direct the work of others and successfully act as a bridge between the internal sales and information technology teams. A wide degree of creativity and latitude is expected.

The candidate will be expected to enhance the organization's reputation by accepting ownership for accomplishing new and different requests, meanwhile exploring opportunities to add value to the Angel Eye team.

Reports To:

This position reports to the MilkTracker Operations Manager.

Project Manager Key Responsibilities:

- Coordinate internal resources and third parties/clients for the successful execution of projects
- Ensure that all projects are delivered on-time and within scope
- Participate in or lead client-training
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop and maintain comprehensive project plans to be shared with clients as well as other staff members
- Manage changes to the project scope and project schedule using appropriate verification techniques
- Measure project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Establish and manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Delegate project tasks based on staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Continually demonstrate and develop leadership skills
- Attend conferences and training as required
- Some travel may be required
- Develop spreadsheets, diagrams and process maps to document needs
- Perform other related duties as assigned

Requirements:

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Google Office Suite
- Experience working in Healthcare or Healthcare Information Technology is a plus
- Project Management Professional (PMP), Certified Project Manager (CMP), or PRINCE II certification is preferred but not required for hire (strongly recommend obtaining certification within 2 years of hire date)
- Experience with Salesforce, Monday or other project management software applications is a plus

Project Manager top skills & proficiencies:

- Coaching
- Project Management
- Management
- Process Improvement
- Planning
- Performance Management
- Inventory Control
- Verbal Communication
- Change Management

AngelEye Health, Inc. offers you:

- A growth-oriented team environment where your strengths are highly valued
- Opportunities to expand your technical skills and knowledge with on-the-job learning/training opportunities
- Benefits package (info provided separately)

Company Mission Statement:

Equipping care teams and empowering families of neonatal and pediatric patients to improve outcomes.

Values and Core Beliefs:

- Patients and their families first; Hospital Partners a close second; Our Team and their families make it all happen.
- Curiously innovate; Failure isn't fatal, and success isn't final.
- Execute the basics at a PhD level.
- Create and Maintain a Sense of Urgency!
- Effective communication is key!
- Transparency and Honesty in everything we do.