



Job Description Form

Job Title:	Project Manager
Reports to:	Director of Business Applications
Scope of Supervision:	No Direct Reports
EDUCATION, BUSINESS EXPERIENCE AND PHYSICAL REQUIREMENTS	
<ul style="list-style-type: none">• Bachelor Degree required• Project Management certification required• Medical device and/or insurance experience preferred• Proficiency with Microsoft Office, and iPad functionality• Minimum of 5 years' experience leading and managing strategic projects• Experience with multiple project management planning tools	
REQUIRED COMPETENCIES	
<ul style="list-style-type: none">• Strong knowledge of relevant software computer applications and equipment• Effective listening skills• Exceptional interpersonal and leadership skills to effectively communicate and build relationships with a broad spectrum of audiences at all organizational levels• Strong sense of urgency and superior time management skills• Demonstrated organizational, teamwork, and interpersonal skills• Demonstrated ability to work independently and successfully manage multiple tasks at one time• Solid ability to proactively identify issues and efficiencies and implement solutions• Ability to perform all job duties while maintaining compliance with regulatory requirements including HIPAA	
DESCRIPTION OF RESPONSIBILITIES	
<p>The Project Manager is a liaison among stakeholders who is responsible for the coordination and completion of projects. The project manager oversees all aspects of projects; Sets deadlines, assigns responsibilities, monitors and summarizes progress of projects. The project manager prepares reports for upper management regarding project status. The Project Manager understands business problems and opportunities in the context of the requirements and relies on extensive experience and judgement to plan and accomplish goals. This position may be involved in training, testing and problem resolution. This position leads and directs the work of others who may work in other departments. A wide degree of creativity and latitude is expected.</p>	

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KEY RESULT AREAS:

- Serve as project core team leader by planning, leading, monitoring, reporting, and closing projects
- Ensure projects are executed in compliance with company policies and regulatory requirements
- Lead cross-functional collaboration to achieve project cost, schedule, quality, and performance goals
- Collaborate with functional discipline leaders to ensure cross-functional support for projects
- Facilitate elimination of project obstacles identified by project core team members
- Forecast and monitor staffing and budget for active and planned projects
- Assist with staffing and/or testing of software to ensure it satisfies project requirements.
- Identifies systems training needs for the organization and individuals users
- Document programming requirements
- Work with IT developers and consultants related to requirements and testing
- Identifies ongoing maintenance and operation requirements and assist with hand-off to operations
- Other duties as assigned by manager

ACKNOWLEDGMENT

I understand and agree to comply with this job description:

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

This Job Description was last created on: 04/28/2016