

Overview

This position is responsible for the management and support of projects varying in size for QMetrics internal and external customers. This includes evaluating and documenting project processes, determining deadlines, identifying process barriers, and facilitating problem resolution. The incumbent will have experience in managing highly complex projects and be able to adapt to a fast-paced environment with tight deadlines. The successful candidate will possess strong attention to detail and a record of competency with managing and executing tasks that require critical thinking skills. This position requires the ability to determine and communicate project status to team members as well as internal and external stakeholders.

Essential Job Functions

- Lead, manage and deliver on multiple projects to meet project goals and adhere to responsibilities and project milestones.
- Utilizes a proactive approach to ensure all project milestones and deadlines are met.
- Collaborates with stakeholders to preemptively identify, forecast, and resolve potential project barriers.
- Demonstrates flexibility in approach and follow up to achieve resolution of outstanding issues.
- Ability to coordinate multiple projects at a time and balance regular support tasks with ad-hoc projects.
- Coordinate resources from multiple areas to deliver process improvements for the organization.
- Exhibits partnership and influencing skills to improve tools and resources to grow efficiencies that contribute to organizational success.
- Able to work with minimal supervision and independently to implement business process improvements.
- Seeks assistance when needed and demonstrates a willingness to learn new skills.

Qualifications

Education/Certification

- BA/BS
- Or equivalent combination of education and/or work experience may be substituted.

Required Relevant Work Experience

- 2+ years of project management experience (preferable in a healthcare setting).
- 2+ years of experience with health care systems, or 2+ years managing complex projects for high profile clients.
- MS Office Suite proficiency

Specialized Knowledge, Skills, and Abilities

- 2+ years of experience and skill in word processing, basic spreadsheet and presentation software applications; familiarity with database software programs (Microsoft Office 365, PM tools, Adobe Acrobat).
- Excellent oral, written, interpersonal and problem-solving skills.
- Adept at communicating at all levels within the company.
- Knowledge of healthcare delivery systems and managed care operations.

Preferred

- Proficient with Project Management Software (Smartsheet, Lucid, and Canva).