

PROJECT MANAGER

DESCRIPTION

Interested in improving health care and saving lives? Does working in a funded, mission-driven, startup culture appeal to you? We are looking for a highly innovative and motivated full-time Project Manager to help us create cutting edge technology to improve patient outcomes. This position has the chance to have a massive impact. If you are ready to make a meaningful change in people's lives, we want to hear from you.

RESPONSIBILITIES

- Ensure project delivery is on-time, within scope and budget
- Monitor the progress of projects and make adjustments as necessary to ensure the successful completion of the projects
- Prepare budgets, financials, and other reports for internal and external purposes
- Perform risk management to minimize project risks and escalate to management as needed
- Work closely with manager to coordinate meetings, development, testing, and implementation
- Organize and facilitate web-based meetings
- Assist in data capture, management and analysis
- Establish and maintain relationships with third parties
- Assist with the preparation and delivery of written materials (documents, PowerPoint slides, etc.)
- Create and maintain comprehensive project plans and documentation
- Perform other duties as assigned

REQUIREMENTS

- Must be a recent college graduate with a bachelor's degree in a related field (3.0 cumulative GPA or higher)
- Must have relevant work experience (prior project management experience preferred)
- Must have excellent organizational skills, multi-tasking skills, and strong attention to detail
- Must have exceptional verbal and written communication skills
- Must be proficient in Microsoft Office
- Must be able to work in a fast-paced environment both independently and cooperatively as part of a team