

Position Title: Project Manager

FLSA Status: Full-Time

Department Name: Professional Services

Supervisor's Title: Director, Implementation

Primary Purpose and Function:

The Project Manager will work directly with clients to ensure deliverables fall within the applicable scope and budget. He or she will coordinate with Professional Services staff and other MHS departments as applicable to successfully bring projects to a timely and cost effective conclusion. We are looking for a creative and dedicated individual who is able to work independently as well as fit with our collaborative culture.

Essential Functions and Responsibilities:

- Collaboratively develop comprehensive project plans to be shared with clients as well as internal MHS staff members and senior management
- Assemble the assigned project team and validate understanding of individual responsibilities
- Aggregate project team updates, meeting minutes and status reports for inclusion in project reviews with senior management
- Formally track, document, assign tasks, and report on the status of each project implementation to project team, customer and MHS management
- Meet budgetary objectives and make adjustments to project constraints based on financial analysis
- Manage implementation plan issues, risks and project change requests to ensure successful and on-time project delivery
- Collaboratively adjust personnel resources as deemed appropriate to ensure project completion and financial budgets
- Participate in on-site or remote pre-sales customer conversations as an implementation specialist speaking to past implementation experience
- Coordinate and participate in customer project status calls with client
- Contribute to process improvement initiatives as it relates to improving project delivery
- Use and continually develop leadership skills
- Ability to work multiple projects simultaneously

Key Contacts/Relationships:

- Professional Services Leadership
- Supply Chain Consulting and Clinical Project Management Personnel
- Implementation Engineering
- Product Development
- Product Management

Knowledge, Skills and Experience Needed for the Job:

- Project management qualification (PMP) or equivalent work experience
- Bachelor's Degree in appropriate field of study or equivalent work experience
- 5+ years experience in project management
- PM experience in a hospital clinical supply chain setting
- Preference for one or more years previous experience in healthcare supply chain project management with particular preference for experience in OR clinical systems project management
- Demonstrate proper and effective use of the MHS chosen PSA (*Clarizen*), including submission of time and expense data
- Experience in successfully leading multiple projects to successful completion on-schedule and within budget.
- Advanced time management and analytical skills
- Strong interpersonal skills; ability to influence others without formal authority
- Excellent client-facing communication skills
- Effective at critical thinking and problem solving
- Conflict resolution experience
- Adaptability and ability to tolerate stressful situations

Physical Demands: ~40% Travel throughout the US required

Company Policy/Procedure Compliance:

The Project Manager will be obligated to comply with all company policies and procedures including, but not limited to customer Business Associate Agreements that the company may enter into. In discharging the duties of this position, the Project Manager may come into contact with confidential patient identifiable electronic health information and will be obligated to maintain the confidentiality of this information and report any breach immediately to the proper hospital authorities.

Job Context and Other Relevant Information:

The Project Manager has a direct responsibility to ensure the safety of MHS's brand portfolio. The Project Manager will maintain the highest ethical standards possible in building and protecting brand equity.

Compensation and Company Benefits

MHS offers a competitive salary for this position. In addition, we offer a complete employee benefits package including company sponsored major medical and prescription program, dental, vision, life insurance and disability plans. We also offer paid time off (PTO), paid holidays and supplemental Aflac insurance programs. We also provide a 401k retirement program with a company match.