Director of Project Management

Position Summary

This position is responsible for developing, implementing and leading all project management efforts for the Company. The primary project type will be technical implementation projects performed in concert with large healthcare IT departments.

Essential Duties and Responsibilities

- Lead the development and implementation of sound project management process disciplines and continuous process improvement
- Manage and coordinate multiple projects simultaneously, from contract signing through implementation
- Support the project sponsor in managing expectations for project deliverables, managing stakeholder communications, and helping to implement an effective system of project governance
- Lead the definition of Project scope, goals and deliverables and set project expectations across all stakeholders
- Organize and lead project status meetings across several concurrent projects while keeping stakeholders regularly updated
- Manage project scope, schedule, resources, dependencies and constraints while focusing on regular and timely delivery of milestones
- Resolve obstacles by creating the appropriate modifications to the project plan to minimize risks and issues
- Establish and administer appropriate change management processes, procedures and documentation
- Build a project management department, including hiring future project managers to support the Company's sales efforts
- Develop and document internal best practices for implementing the Company's solutions

Education and/or Experience Requirements

- Bachelor's degree in Computer Science, Engineering, Information Systems or Healthcare from an accredited college or university or equivalent experience
- 4 to 6 years of Project Management experience
- 2 to 4 years of experience in the Healthcare IT industry
- Knowledge of SDLC methodologies, standards, procedures and organization that contribute to the development and deployment of technology solutions
- Ability to navigate complex client IT organizations to identify key players and motivate client teams to meet deadlines and complete tasks in an accurate manner
- Outstanding verbal, written and listening skills
- Strong attention to detail
- Demonstrated maturity, judgment, negotiation and analytical skills

- Ability to learn and apply new tools, technologies and applications
- EHR implementation and/or integration project experience is strongly preferred (Epic and/or Cerner is ideal)
- Project Management Professional (PMP) certification or Certified Associate in Project Management (CAPM) certification is preferred

This is a full-time direct-hire position.
Please submit a resume, cover letter, and salary requirements to careers@medicomhealth.com.
No recruiters, staffing agencies, or contractors please.
We are an Equal Opportunity Employer.