

Job Description	
Job Title:	Project Manager
Reports to:	Senior Manager, Project Management Office
FLSA Classification:	Exempt
General Description: The Project Manager will be responsible for delivering small to medium projects, ensuring customer expectations and business objectives are being met. They will define scope, requirements and other project-related data, create and execute project and test plans. They will perform routine analysis and research in support of business goals and strategies.	
Duties and Responsibilities: • Lead the planning and implementation of small to medium projects and programs to achieve short and long-term business objectives • Development of project, communication, test, and training plans • Manage all activities of a project, ensuring business solutions are delivered on time, within budget, and meet HEALTHeLINK standards • Develop and maintain a thorough understanding of the business and its functions, processes, and operations • Assist with analysis of current and new project management processes and procedures to identify the most efficient and inexpensive ways to complete projects to meet the business and stakeholder objectives • Maintain project portfolio and review with leadership • Use of project management information systems (MS Project, SharePoint) to support ongoing project management efforts • Develop meeting and briefing materials, including agendas, meeting minutes, briefings, presentations, and talking points • Establish and maintain a strong partnership with internal and external customers to fully understand the business and their needs • Other duties as assigned	
Knowledge and Skill Requirements: • Working knowledge of project management tools • Proven track record of leading teams and projects to successful completion • Ability to facilitate identification and resolution of project risks and issues • Ability to establish strong working relationships across business lines and external stakeholders • Ability to manage change and priorities and coordinate/realign project resources as necessary • Highly organized with strong attention to detail • Ability to handle multiple tasks simultaneously and effectively • Ability to create process flows/instruction manuals; end-user training tools • Demonstrated ability to consistently and reliably perform duties in a timely fashion	



- Self-starter requiring light to medium supervision for the planning and execution of daily duties and responsibilities
- Excellent communication skills, both written and verbal
- Knowledge of computers and Microsoft Office software required
- Ability to work independently under pressure to meet deadlines and company goals
- Experience with public speaking with the ability to present to Executive Management and clients

Experience and Education:

- Associates Degree or equivalent
- 2+ years of experience in a technology or related project management role
- Project Management Certification is a PLUS

Security and Privacy Roles:

- Workforce Member
- IT Staff

Security and Privacy Responsibilities:

- Read and acknowledge the HEALTHeLINK Security & Privacy Policies
- Implement the HEALTHeLINK Security & Privacy Policies that apply to your roles
- Follow applicable HEALTHeLINK Security & Privacy Procedures that apply to your roles
- Report suspected privacy and/or security incidents promptly to management; participate in incident response if needed
- Complete all training as required by the HEALTHeLINK Training Curriculum

Physical Requirements:

The physical demands are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort in an office environment
- Frequent computer use / data entry; repetitive motions of the wrist, hands, and/or fingers
- Must have close visual acuity to perform activities such as: preparing and analyzing data and figures; transcribing; and viewing a computer
- Ability to receive detailed information through oral communication
- Must be able to lift up to 20 pounds (files, paper boxes) periodically
- Primarily sedentary work with occasional bending and reaching

I have reviewed and understand this job description and believe it to be accurate and complete. I understand the Management of HEALTHeLINK retains the right to change the job description as it deems necessary. I will follow and adhere to my job description.

Employee Signature:**Date:**



The above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements.