
Project Manager, MiB Healthcare Solutions

Working in the team of other Project Managers and Senior Project Managers, the incumbent will plan, develop and manage high-profile projects from concept to close out in accordance with project management methodologies and processes. Incumbent will be accountable for the successful delivery of projects, in collaboration with Executive and Business Owner, on time and within budget.

Key Responsibilities

- Develops project management documents, including: Agendas, Meeting Minutes, Action Items, Business Case, Project Charter, Project Plans, Project Status Reports, Lessons Learned, Closeout Reports and etc.
- Conducts and chairs project team meetings (Steering Committee, Project Working Groups, etc).
- Leads or assists with the Continuous Improvement process and events
- Liaises with management from different portfolios, develops collaborative relationship with all stakeholders and maintains timely communications with all project team members/senior management.
- Communicates regularly with executive management and administration regarding the status of current project initiatives; obtains executive guidance and approval as required to advance initiatives.
- Conducts quantitative and qualitative analysis by collecting, analyzing and reporting of data
- Monitors and reports on project budgets by tracking project expenses to determine if allocated funds have been spent as specified
- Develops formal communication materials including reports, memos, ppt presentations when required
- Identifies Risks and Issues and develops mitigation plans
- Consults and coordinates with various vendors throughout the projects' implementation cycle, when required.
- Supports integration activities as they relate to planning, development and operational readiness
- Monitors and employs standardized reporting tools such as MS Project and others
- Develops collaborative relationships with all stakeholders
- Assists Senior Project Managers when required
- Performs ad hoc analysis and other tasks as assigned
- Adheres to best practices as outlined by the Project Management Institute (PMI) in the Project Management Body of Knowledge (PMBOK)
- Stays current with the trends and developments in project management

Qualifications

- Bachelor or Master Degree in Business, IT on any other related field
- Formal education in Project Management and relevant experience

- Previous experience working on projects in Project Manager capacity
- Proficient in the use of Microsoft Office software (Excel, Visio, PowerPoint, Word, Outlook)
- Experience with business process documentation techniques and tools
- Ability to work independently and in a team environment
- Highly developed organizational skills
- Courteous and professional demeanor with exceptional customer service skills
- Excellent communication and business writing skills, an active listener
- Ability to multi-task, work accurately and effectively under pressure, meet deadlines, and remain composed in high-pressure situation