

Project Coordinator

Start: ASAP

OVERVIEW

Axis Clinical Software, Inc. is a provider of clinical outcomes management software and professional services. We are seeking a full time project coordinator to fill a wide variety of roles. In this position you will learn our software products, implementation processes, and training services from the ground up.

REQUIRED SKILLS AND EDUCATION

- BA or BS degree, preferably in Business or Information Systems.
- Minimum of three (3) years' experience in project coordination or related work.
- Excellent communication skills, both written and verbal.
- Professionalism in all aspects of work interactions with staff and customers.
- Strong organizational and time management skills.
- Strong analytical, summarization, conceptualization, and prioritization skills.
- Consistent and reliable work attendance.
- Attention to detail.
- Proficient in Microsoft Office products (Word, Excel, Outlook, PowerPoint, etc.).

PREFERRED SKILLS

- Experience with project management concepts and software (MS Project).
- Experience or understanding of database concepts and software.
- Presentation experience and skill.

RESPONSIBILITIES

This position provides support and reports directly to the Implementation & Customer Support Manager on a variety of customer and internal project tasks. Specific responsibilities of this position include:

- Maintain department calendars.
- Create WebEx and Join.me meetings as needed.
- Facilitate conference calls and large webinars.
- Take and distribute project meeting minutes.
- Maintain and organize other project documentation as directed.
- Create, track, and complete assignments and documentation in our work management system.
- Assist with customer specific projects such as data conversions and registry design.
- Assist with internal projects as directed.
- Provide backup to the customer support telephone line as needed.
- Perform other duties as assigned.

WORK ENVIRONMENT

Work hours are 8:00 am to 5:00 pm Monday through Friday and are performed in our office setting.

BENEFITS

This is a benefit eligible position. Axis Clinical Software, Inc. offers a very competitive salary and benefit package.