

Software Implementation Project Manager

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 manager to fill a variety of roles. In this position, you will manage customer implementations, system integrations, and data conversion projects. You will work with the customer support team and product management team to resolve customer issues and assure product development aligns with customer needs. You will learn our software products, implementation processes, and training services from the ground up.

REQUIRED SKILLS AND EDUCATION

- Experience with project management, concepts, and software (MS Project).
- BA or BS degree, preferably in Business or Information Systems.
- Minimum of three (3) years' experience in project management, coordination, or related work.
- Technical aptitude working with CRM and Agile development applications, Websites, etc.
- 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 or understanding of database concepts and software.
- Presentation experience and skill.

RESPONSIBILITIES

This position runs projects and provides support on a variety of customer projects, internal projects and tasks. Specific responsibilities of this position include:

- Manage customer projects and software implementations.
- Coordinate integration projects, interfacing our software with third-party applications.
- Facilitate meetings as needed.
- Work with Customer support to resolve complex technical and customer support issues
- Work with Product Management to move work through development pipeline.
- Maintain and organize other project documentation as directed.
- Create, track, and complete assignments and documentation in our work management system.
- Coordinate 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 PT Monday through Friday and are performed remotely.

BENEFITS

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