

PROJECT COORDINATOR--PHILADELPHIA

Our client, one of the leading non profit, independent evaluations organizations is located in Philadelphia. The Project Coordinator is responsible for providing project-management and analytic support to the clinical content and operations staff. The individual is expected to identify, manage, and plan activities related to the maintenance, development, and review of a professional organizations certification program.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Coordinate projects using project management software and principles through the initiation, planning, execution, and closing phases.
- Develop and maintain process diagrams, policy and procedure documents, and project databases.
- Work with Psychometrics, IT, and Development staff to develop reports to assess product performance.
- Participate in the quality assurance process prior to releasing new products into production.
- Work with management and other stakeholders on an as needed basis in order to align with company and department goals.
- Manage additional projects or tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong ability to coordinate with various internal departments and external organizations.
- Communicate deadlines and other project related updates to stakeholders and sponsors of projects.
- Ability to pay close attention to detail, schedules, and deadlines.
- Ability to prioritize and keep track of multiple projects with overlapping schedules.
- Commitment to a quality-based process of planning, follow-up, and meeting project objectives.
- Desire to work in a collaborative environment and as a member of a team.
- Ability to anticipate, identify, and devise solutions to problems.
- Ability to work independently and with limited supervision.
- Ability to solve problems and improve processes.
- Ability to take design specifications and build reports/provide initial summary analysis of data from a variety of applications.

TRAINING AND EXPERIENCE:

- Bachelors Degree required.
- Three to five years cross-departmental experience coordinating project work.
- Must have experience using project management software, MS Office (word, excel, access), and MS Visio or other process diagramming software.
- Experience with the systems development life cycle and business analysis techniques.
- Able to work in an organization that uses iterative project techniques to keep product development aligned with business needs.
- Healthcare experience desirable.

Compensation is in the \$65-72K range. Excellent benefits package.

Interested Candidates, please send resumes to joan@jackfarrell.com.