**Position:** Project Manager

**Job type & benefits:** Full-time, health and dental insurance (Welligent pays 50%), 401K retirement

**Description:** Welligent, a fast growing Electronic Health Record (EHR) software vendor, is seeking a Project Manager who will be responsible for managing the entire customer implementation lifecycle for assigned projects. This project resource shall serve as the primary customer point of contact and is responsible for managing all aspects of the customer implementation including project plan development, task/timeline development, monitoring and completion, customer invoicing and QA on the final product. As part of Welligent’s Project Management Office (PMO), this resource has ownership of customer discovery, business analysis, configuration and knowledge transfer for Welligent customers. Responsible for acquiring resources and coordinating the efforts of team members in order to deliver projects according to plan. Upon completion of the implementation, the Project Manager is responsible for closing the project and transferring to Welligent Support.

# Project Manager Duties

* Following Welligent’s implementation process and procedures, responsible for the efficient and successful implementation of all assigned customer projects;
* Responsible for the customer success and satisfaction with the Welligent software implementation process;
* Responsible for personal time management and tracking all direct and indirect time and activities for projects using the Welligent Portal;
* Responsible for regular reporting on project activities including weekly and monthly status reporting on assigned customer projects and non-customer activities;
* Possess knowledge of Welligent software products and actively stay current with all software enhancements;
* Independently initiate and implement quality improvements related to the software implementation process, documentation, software functionality;
* Willingness to participate in various sales and marketing efforts including sales presentations and product demonstrations and marketing events.
* Deliver onsite customer training and knowledge transfer prior to go live.
* Some travel required.

# Preferred Experience, Skills and Requirements:

* Bachelor’s degree preferred
* Certified Project Management Professional (PMP) preferred
* 2+ years of experience software implementation
* Knowledge of Welligent Software a plus
* Software / EHR training a plus
* Excellent analytical, planning, and organizational skills, ability to work on multiple tasks/projects simultaneously
* Strong interpersonal skills including mentoring, coaching, collaborating, and team building
* Proven ability to lead software development projects and ensure objectives, goals, and commitments are met
* Strong leadership skills. Ability to maintain a balance between independently owning decisions and accommodating stakeholders
* Fast learner. You can quickly gain an understanding of existing products and services so that you can put in context new objectives, emerging issues, or other key work efforts to be managed
* Excellent communication and written skills utilizing various media and methods for communication
* Experience with business productivity software (e.g., Microsoft Office suite), Project Management and CRM software tools (e.g., MS Project)

For more information or to submit a resume, please send to [info@welligent.com.](mailto:info@welligent.com)