



Semler Scientific, Inc. (www.semlerscientific.com) is an emerging medical risk-assessment company whose diagnostic and testing products and services help to guide patient care and close the gap between cost of care and compensation for care, collaborating with top health care providers and health plans.

IT Project Manager

Reporting to the Director of Information Technology, the Project Manager is responsible for coordinating IT projects to ensure they are completed on-time and ensuring company resources are utilized appropriately. Compiles project status reports, coordinates project schedules, manages project meetings, and identifies potential problems. Maintains documentation for IT projects and IT system compliance. Contributes to moderately complex aspects of a project. Work is highly collaborative in nature. The right candidate is a hands-on, self-starter, with excellent project management skills.

Role & Responsibilities:

- Project management for cyber system upgrades
- Maintain IT system documentation for compliance
- Partner with project team members to identify cost and time savings opportunities
- Ensure appropriate security controls are part of systems or services which create, process or store Non-Public Personal Information

Experience & Skills

- Experience coordinating efforts across matrixed teams, managing system integration, or overseeing large, complex projects
- Demonstrated flexibility in a highly dynamic environment
- Superior eye for details, organizational and project management skills
- Must be highly proficient in MS Project
- Must be highly proficient in MS Visio
- HIPAA/HITECH/HITRUST experience a plus

Resumes may be submitted to careers@semlerscientific.com

Semler Scientific is an Equal Opportunity Employer M/F/D/V