



Semler Scientific, Inc. (www.semlescscientific.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.

Project Manager

Reporting to the Director of Enterprise Operations, the Project Manager is responsible for coordinating 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 product rollouts and training. Contributes to complex aspects of a project. Work is highly collaborative in nature. The right candidate is a hands-on, self-starter, with excellent communication and project management skills.

Role & Responsibilities:

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to monitor and track progress
- Ensure that all projects are delivered on-time, within scope and within budget
- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Measure project performance using appropriate tools and techniques
- Identify tools that streamline efficiency
- Ensure resource availability and allocation
- Set deadlines, assign responsibilities, monitor and summarize progress of project.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Develop spreadsheets, diagrams and process maps to document needs
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation and processes
- Meet with clients to detail deliverables for product rollouts
- Delegate tasks to other team members that are responsible for project success
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Develop comprehensive project plans to be shared with clients as well as other staff members
- Use and continually develop leadership skills
- Attend conferences and training as required to maintain proficiency
- Perform other related duties as assigned

Experience & Skills

- Bachelor's Degree in appropriate field of study or equivalent work experience

- Experience coordinating efforts across matrixed teams, or overseeing large, complex projects
- Proven working experience in project management
- Solid organizational skills including attention to detail and multitasking skills
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Demonstrated flexibility in a highly dynamic environment
- Must be highly proficient in Microsoft Office
- Must be highly proficient in MS Project or other Project Software
- Must be highly proficient in MS Visio

Resumes may be submitted to careers@semilerscientific.com

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