

SENIOR PROJECT MANAGER JOB DESCRIPTION

COMPANY: CORE SOLUTIONS, INC.
LOCATION: WAYNE, PA
WEB SITE: www.coresolutionsinc.com

Core Solutions (CORE), headquartered in Wayne, Pennsylvania, is an emerging leader in providing Electronic Health Records solutions to the behavioral healthcare/human services industries, a \$135 Billion market. CORE's innovative technology platform has transformed its client businesses allowing them to save over \$21 Million annually, and achieve a 98% acceptance rate in their claims processing. CORE believes the key to successful implementation of EHR solutions is aligning people and process with technology. Apart from offering a strong technology platform, CORE's professional services team helps customers realign processes to take advantage of new technologies. The results are improved quality of care and increased financial performance.

CORE is seeking highly qualified a Senior Project Manager to perform a lead role in managing the implementation of our enterprise software solution. The selected Project Manager must maintain complete control on project schedule, budget and risk issues. Facilitate timely decisions to maintain project schedule and budget. Provide management with regular project updates, maintain trusting relationships, identify project risks early and assist by providing prudent and timely recommendations for risk avoidance. Supervise and mentor junior staff for both project and career growth, and make staff development recommendations.

The ideal project manager will possess the following experience/skill sets:

- Minimum ten (10) years experience managing enterprise software implementation
 - Creates and executes project work plans and revises as appropriate to meet changing needs and requirements
 - Identifies resources needed and assigns individual responsibilities
 - Manages day-to-day operational aspects of a project and scope
 - Reviews deliverables prepared by team before passing to client
 - Effectively applies our methodology and enforces project standards
 - Prepares for engagement reviews and quality assurance procedures
 - Minimizes exposure and risk on project
 - Ensures project documents are complete, current, and stored appropriately
 - Tracks and reports team hours and expenses on a weekly basis
 - Manages project budget
- Client Management
 - Manages day-to-day client interaction

- Sets and manages client expectations
 - Develops lasting relationships with client personnel that foster client ties
 - Communicates effectively with clients to identify needs and evaluate alternative business solutions
 - Continually seeks opportunities to increase customer satisfaction and deepen client relationships
 - Builds a knowledge base of each client's business, organization and objectives
- Excellent abilities in public communications and consensus building
 - Facilitates team and client meetings effectively
 - Holds regular status meetings with project team
 - Effectively communicates relevant project information to superiors
 - Delivers engaging, informative, well-organized presentations
 - Resolves and/or escalates issues in a timely fashion
 - Understands how to communicate difficult/sensitive information tactfully.
- Proven prior experience performing all Software implementation/Assistant Project Manager responsibilities and functions
 - Excellent understanding of healthcare processes and procedures
 - General understanding in the areas of application programming, database and system design is highly desirable
 - Understands Internet, Intranet, Extranet and client/server architectures
 - Maintains awareness of new and emerging technologies and the potential application on client engagements
 - Excellent ability to work in a team environment
 - Genuine interest and takes pride in mentoring junior staff
 - Proficiency in computer applications such as Microsoft Word, Excel, Project and - PowerPoint
 - Proficiency in Microsoft Project
 - PMI or other project management experience and certifications are a plus
 - All other responsibilities as assigned

Core Solutions Inc is an EOE.

If you are interested in our career opportunities, please email your resume with salary requirements to jobs@coresolutionsinc.com or call Susan at 610-687-6080 x 122.