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# Example of Project Manager, Analytics Job Description

Our innovative and growing company is looking for a project manager, analytics. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for project manager, analytics

* Ensure process flow, data quality, reliability, and integrity for national data analytics team projects
* Assist with the investigation and prioritization of data quality issues and suggest possible solutions
* Recommend, policies, procedures and/or controls that make the overall process more efficient and effective
* Understand data sources, processes, formulas, and output
* Build and maintain relationship as primary day-to-day liaison with SCIO Health Analytics data management and technology teams
* Deliver administrative support to LBG Team Leads, as needed
* Coordinate department meetings, conference calls, web meetings, and in person meetings
* Prepare department meeting agenda and write meeting notes as it relates to Infolock maintenance
* Manage the project budget and track expenses
* Trains the People Analytics team on at least topic per year to build capability based on our skills matrix

## Qualifications for project manager, analytics

* Thorough knowledge of health care delivery, project management, and quality
* Conceptual, analytical, negotiation, and problem solving skills are critical
* Bachelor’s degree in Engineering, Computer Science, Information Technology, and/or scientific discipline
* 5+ years of demonstrated leadership experience in project management
* 3+ years of demonstrated leadership experience in resource, IT, or business analytics
* Experience in a stage-gate design control system