



Example of Healthcare Project Manager Job Description

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Our growing company is looking to fill the role of healthcare project manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for healthcare project manager

- Work with the Planning and Account teams to define the detailed project deliverables and if out of scope take the steps necessary to get all approvals
- Manage all projects from inception through to post-mortem, working with all agency disciplines, Planning, Creative, Account, and Production, to ensure that projects are delivered in a timely, cost-effective, and efficient manner
- Preparation of project plan, scope, schedule, and management of creative resource allocation
- Maintain project timelines, milestones, and deliverables across all channels (broadcast, print and digital)
- Ensure that each project is clarified, articulated to all constituents and responsibility is assigned to the appropriate player (RASI)
- Act as the owner and expeditor of the creative task list by managing requests, proactively communicating with all stakeholders (AE and Creative teams), and ensuring that quality standards are met or exceeded
- Create and enforce project schedules, ensuring all internal parties meet milestones and deadlines
- Schedule and manage all project meetings
- Work closely with each producer to ensure the project is following mandatory client workflows and the internal quality control milestones
- Communicate and escalate project issues and risks as appropriate

- 2-3 experience managing mid to large scale Clinical/ Healthcare projects
- Must possess proficient knowledge of AutoCAD and Revit
- Proven successful Project Manager experience 5+ Years in large Healthcare Enterprise environments
- Bachelor's degree or equivalent in a Business, Computer Sciences or related field
- Ability to manage multiple work assignments and meet tight deadlines
- Possesses analytical sound problem-solving skills