



Example of Implementation Coordinator Job Description

Powered by www.VelvetJobs.com

Our growing company is searching for experienced candidates for the position of implementation coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for implementation coordinator

- Oversee all aspects of client onboarding working directly with client stakeholders and internal departments to ensure flawless execution
- Ensure that all projects are deliver on-time and within scope
- Travel as needed to support onboarding of premier clients
- Provide training demonstrations
- Address client setup needs as they occur
- Support in the research, delivery, implementation, and measurement of local RBO related projects as required, such as the Consumer Service Model and other key business drivers
- Establishes and maintains strong working relationships with Optum Corporate CDO Management and staff
- Follow team procedures that support the smooth flow of scheduling and communication
- Direct implementation of an evidence-based program to become certified in the model
- Coordinate the Implementation Planning and execution of Project and Operational initiatives on the Wireless and Wireline Networks

Qualifications for implementation coordinator

- Ability to take ownership and proactively seek and propose solutions
- Good working knowledge of infrastructure and application architecture will

- Previous experience with DMS, CMS, BPM class platforms, SharePoint, Documentum, OpenText, FileNet is a plus
- Global travel required (even up to 50%)
- Necessary platform-specific trainings will be provided