



7 Bulfinch Place, Suite 301, PO Box 8301  
Boston, MA 02114  
P 617.250.5100  
F 617.250.5108  
[www.worldcare.com](http://www.worldcare.com)

## Project Manager – Health Care/IT

**Location:** Boston, Massachusetts  
**Contact:** Human Resources, [jobs@worldcare.com](mailto:jobs@worldcare.com)

### Description

WorldCare is looking for a hands-on Project Manager to both manage as well as perform tasks in order to bring projects to completion. This position reports to the Chief Technology Officer and will be full-time onsite in our Boston office. The ideal candidate will be someone with a technology background transitioning into a project management role, seeking experience in the healthcare industry and/or broader technology role.

### Duties & Responsibilities

- Manages multiple projects on-time, within scope, and on-budget through all phases from initiation through closure
- Manages resources and stays aware of all aspects of projects and changing requirements
- Works with assigned stakeholders to discover, develop, and document project requirements
- Participates in writing initial project designs, critical reviews and project scope documents
- Tracks and communicates progress of projects to key stakeholders, both internally and externally; aligns expectations on all assigned projects to ensure they meet stakeholder expectations; ensures resources are available and present at appropriate times throughout the project lifecycle and communicates to management
- Facilitates effective and efficient stakeholder and/or internal team meetings to regularly review status and further project process; identifies, documents, and manages closure on project action items, questions, issues, and risks
- Escalates issues requiring leadership involvement and decision-making, and follows through to get closure; proactively communicates and negotiates with team on priorities, goals, and targets in pursuit of program plan fulfillment; serves as primary point of contact to identify project-related resource and schedule concerns
- Supports overall IT department goals and responsibilities
- Performs other related duties as assigned and special projects

### Requirements

- 3-7 years of general experience, preference where some of which has been in the Technology, Health Care or Life Sciences
- 1-3 years of Project Management and/or implementation experience
- Exceptional organizational skills as the majority of time may be spent organizing tasks, managing request ticketing system, directing resources and staying aware of all aspects of the project
- Superb communication skills, both verbal and written
- Project Management skills to work with internal and external teams to facilitate new product introductions/partnerships
- Proven ability to manage projects including facilitate timetables, course corrections and status updates
- Proficiency with software including but not limited to: MS Project or other Project Management Software, Microsoft Office, including Outlook, Word, Excel, and PowerPoint; Salesforce a plus

### Desired skills and experience

- Bachelor's degree in Technology, Business, Project Management, Health Care, or a related field; Project Management certification a plus
- Software/IT project experience; Health Care/Life Sciences a plus
- Demonstrated track record of managing technical and analytic projects to completion – on-time, on-budget, and with high-level customer satisfaction
- Ability to proactively identify and resolve issues in a positive manner; comfortable working with cross-functional teams at all levels of an organization to obtain knowledge that facilitates problem resolution
- Strong data analysis, writing, and oral presentation skills
- Comfortable working independently, as well as in a team environment
- Self-motivated, well-organized, and detail oriented
- Conforms to shifting priorities, demands, and timelines through analytical and problem-solving capabilities
- Flexibility and ability to plan, prioritize, and execute multiple tasks in a fast-paced environment

*\*No calls or agencies please. WorldCare International, Inc. will only employ those who are legally authorized to work in the United States. This is not a position for which sponsorship will be provided. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J, or TN or who need sponsorship for work authorization now or in the future, are not eligible for hire.*