

## Project Manager 1 (Plano, TX)

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Date: 2011-06-09, 10:32AM CDT

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This position will be working as a team with the current PM and support team. You will be working with the client for resolving any issues during the implementation

- SQL experience with queries
- Vb Script, MS SQL Server, Microsoft Word, Excel, Outlook
- Experience with healthcare, business office and/or clinical processes

### Requirements:

- \*2+ years experience in a technical customer service based environment
  - \*Must have solid technical knowledge and aptitude and hands-on experience with computers including: software, Internet, operating systems, networking and other computer related problems
  - \*Must have strong customer service skills and experience
  - \*Must have strong documentation skills
  - \*Must have strong written and verbal communication skills
  - \*Technical degrees or certifications are a plus
  - \*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.
  - \*Minimizes our exposure and risk on project.
  - \*Suggests areas for improvement in internal processes along with possible solutions.
  - \*Facilitates team and client meetings effectively.
  - \*Holds regular status meetings with project team.
  - \*Keeps project team well informed of changes within the organization and general corporate news.
  - \*Effectively communicates relevant project information to superiors.
  - \*Resolves and/or escalates issues in a timely fashion.
  - \*Understands how to communicate difficult/sensitive information tactfully.
  - \*Possesses general understanding in the areas of graphic design, application programming, database and system design.
  - \*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  
Please email your resume to [careers@dcsglobal.com](mailto:careers@dcsglobal.com) and salary requirements for consideration

- Location: Plano, TX
- Compensation: competitive based on level/years of experience
- PostingID: 2430141115