

Project Manager 1 (Plano, TX)

Date: 2017-11-09, 10:32AM CDT

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 and salary requirements for consideration

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