

Project Manager

iMedRIS™ Data Corporation develops an industry-leading product that integrates all clinical research-related data collection and management into an intuitive, configurable, web-based application. Our products are sold to universities and medical centers all over the world. iMedRIS is an engineering company looking to create a team of top project managers to support our development staff. If you are interested and meet the requirements listed below, please submit your resume for consideration.

Attributes of the successful candidate should include:

- Strong communication and management skills
- Ability to learn and adapt quickly
- Strong technical skills and computer skills, including Microsoft Project, Office, Excel, Word, PowerPoint, etc.
- Ability to work within complex software environments
- Familiar with writing Patch Notes and Release Notes for new releases
- Ability to operate well in fast-paced environments
- Exceptional written and oral communication skills and the ability to work effectively with teams and interact with clients.

Personal attributes of the successful candidate:

- A quality-centric focus
- Team-oriented work habits
- Effective communication and interpersonal skills
- An eye for detail and accuracy
- An affinity for design issues
- The ability to meet and exceed deadlines
- Bachelor's degree preferred

Primary Duties:

- To work in tandem with program managers and perform project management duties to support the completion of projects
- Under the guidance of the Project Manager Supervisor, you will participate during all phases of the project management process.
- Must be self-motivated in order to work under limited supervision and in a team environment
- Assist in scheduling and conducting project meetings, effectively communicate assignments and expectations to project team members, and track completion of project deliverables to ensure quality and integrity of all project-related products.
- Track and document project milestones and providing status reports to PM Supervisors.
- Become an expert in the software to be able to effectively teach and answer all client questions
- Assist with Quality Assurance testing and writing support documents for new versions

Please respond to careers@imedris.com

Must submit salary history and requirement with resume to be considered.