



Connecting Disconnected Data™

POSITION OPENING

Job Title: Project Manager-Medical

Reports: VP of Implementation & Support Services

SUMMARY:

The Project Manager will provide world-class project management to the internal and external VYNE client base, ensuring projects are delivered in a timely manner with high quality output for all clients of Vyne.

DUTIES & RESPONSIBILITIES:

- Communicate professionally and effectively to potential and existing customer base.
- Lead implementation projects ensuring project team is aligned on scope and deliverables through lifecycle of implementation.
- Identify and manage project risks.
- Manage internal and external projects with project management tools and techniques, as outlined by the VP of Implementation & Support Services.
- Effectively use PMO tools to document and ensure project management deliverables are clearly communicated to client stakeholders and Vyne leadership, i.e., charter/ROI components, project hours across team members, milestones, risk factors and constraints.
- Maintain core knowledge of and familiarity with Trace products and services sufficient to perform duties.
- Provide timely updates on project statuses, risks, and implementation schedules to support team and leadership.
- Participate in special projects and initiatives as assigned.
- Consistently demonstrate the core values of VYNE.
- Ability to travel 25%
- Other duties as assigned.

EDUCATION, KNOWLEDGE AND SKILLS:

- Excellent communication, including business writing skills.
- Strong cross functional team leading and partnering skills.
- Escalation management
- Expertise in business software configuration & implementation
- Troubleshooting in the Windows environment is essential.
- Experience in Microsoft Office projects including MS Project Plan is essential.
- Previous implementation and/or project management experience with the Healthcare industry is required.
- College degree required.
- PMI or Sixth Sigma coursework preferred



Connecting Disconnected Data™

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

SECURITY ROLES / RESPONSIBILITIES:

- **PHI (by customer request)** - This position may have access to and be responsible for the security of PHI/PI on a daily basis.
- **Support Admin, e.g., client-facing** - This position may have access to and be responsible for supporting customer technical needs, which may include securing customer's sensitive technical information.

Vyne provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetics, or veteran status. In addition to federal law requirements, Vyne follows applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

Internal applicants must be in their current position a minimum of six months and have no active warnings in their file. All interested applicants should notify Leslie Lyons in writing or via email at Leslie.lyons@vynecorp.com. Candidates will be required to complete an Internal Job Opportunities Application Form and obtain their supervisor's approval.