



@ncilla partners, inc.

Client Project Manager

Who we are:

Ancilla Partners is a web development firm with a focus on applications and software solutions for the healthcare industry. Our clients are some of the healthcare quality improvement leaders in the country. The data tools and web sites that we build allow them to accomplish their goals.

To learn more, visit our website at www.ancillapartners.com.

Who we're looking for:

Ancilla Partners is looking for a candidate that is self-motivated, driven, has a passion for Health Care and leading teams. The ideal candidate will possess strong communication skills, business acumen and is energized by doing great work and providing excellent service and support to leadership and our clients.

What you'll do:

- Develop strong relationships with clients and internal teams to deliver the highest quality of services throughout entire project implementation;
- Manage day to day activities of the team based on project plans and priorities, accountable for resource allocation and adjusts accordingly to ensure utilization is maximized on a weekly and monthly basis;
- Mentor, coach, and provide timely feedback to the team to continue to develop team members and foster engagement;
- Quickly build trust and influence with Development Teams and client partners through proactive and customer centric communications;
- Accountable for the entire project lifecycle, including project planning, requirements, design, development, testing and delivery;
- Build business acumen with clients and within the team to ensure customer expectations are successfully delivered in the appropriate timeframe aligned to agreed upon project scope, budget and timeline;
- Proactively communicate project risks and issues to leadership and clients to minimize impact to project deliverables and/or business disruptions;
- Drive continuous improvement with internal processes and activities that elevates team performance, reduces cost and increases efficiency and quality of deliverables;



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- Be actively engaged in championing office culture by communicating openly, sharing knowledge, and building positive collaboration between departments and team members;

If you have:

- A Bachelor's Degree with 3-5 years project management experience
- Thoughtful, pragmatic problem-solving and critical thinking skills
- Exceptional verbal/written communication and follow-up skills
- Proficiency with Google G-Suite or Microsoft Office
- An ability to work with a team and independently
- An ability to handle change and shifting work priorities, multiple concurrent projects/tasks
- An ability to flex between big picture thinking and daily project tasks.
- Collaborative and customer focused working approach across development, project management, application support and client teams.
- Prior experience leading teams through documenting business processes, use cases, user stories and acceptance criteria for client projects.
- Prior experience with end-user training, requirements and specifications/acceptance criteria, quality assurance and post-project reviews.

***Apply today! Please send a cover letter and resume to jobs@ancillapartners.com.
We'd love to hear from you!***

Compensation & Benefits

Salary & Bonus:

This is a full-time, paid position. Based on your experience, this position starts at a salary of \$65,000. All employees who had full-time status for 6 months or more in the previous year are eligible for salary increases, to take effect on January 1 of each year. Increases will be based on the results of an annual performance review delivered in December.

Ancilla may provide end-of-year bonuses to employees at the full discretion of Ancilla management. Any bonuses provided will be based on company and individual performance.

Ancilla offers a comprehensive benefits package to Full Time employees.

Office Environment:



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The office maintains a fun and productive atmosphere, with a casual dress code. Ancilla strives to be a great place for all employees to work in our newly-renovated downtown Milwaukee office.

Our employees work in the office, but Ancilla offers opportunities to maintain a successful work/personal life balance for its employees. Work-from-home requests are permitted as determined on a case-by-case basis.

PTO & Holidays:

Ancilla offers 10 company holidays per year, as determined by management.

This position offers 3 weeks of PTO, with the potential to increase this amount after 2 full years of employment.