



@ncilla partners, inc.

# Position - Project Coordinator

## 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](http://www.ancillapartners.com).

## Who we're looking for:

Ancilla Partners is looking for a candidate that is self-motivated, driven, willing to learn business acumen, and able to work collaboratively with moderate supervision. The ideal candidate will possess strong critical thinking skills and has a passion for health care, doing great work and providing excellent service and support to our clients.

## What you'll do:

- Interact with clients and the Project Manager to gather, validate and document requirements and specifications/acceptance criteria for work item and project requests;
- Support creation and maintain project planning deliverables;
- Assist in test case development and execution, coordinate issue tracking and management among internal and client teams;
- Coordinate with all team members to effectively communicate changes/updates for all projects, leveraging internal project management tools regularly;
- Document business processes, use cases, user stories and acceptance criteria for client projects;
- Identify and escalate issues to management in a timely manner;
- Execute end to end issue resolution that meets client expectations;
- Work collaboratively with development team members, application support team members, and Project Manager;
- Perform timely follow-up to ensure all changes and requirements are documented;
- Assist in post-project reviews to enhance project processes;
- Assist with end-user training and new project launches.



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## If you have:

- A Bachelor's Degree with a cumulative GPA 3.0 or higher
- 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 as part of a team and independently
- An ability to handle change and shifting work priorities, multiple concurrent projects/tasks
- Interest in data collection and analysis
- Interest in problem solving to deliver optimal solutions
- Interest in project management
- Attention to detail

*Apply today! Please send a cover letter and resume to [jobs@ancillapartners.com](mailto: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 \$40,000. 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:

Ancilla offers a flexible work arrangement during the COVID-19 pandemic with the opportunity to return to the office in early 2021. 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.

### 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.