Project Coordinator

Who we are:

At Ancilla Ventures, we provide innovative products to our clients through robust web and mobile software solutions. We work across all industries, with an emphasis on providing data tools and portals to support healthcare-oriented staff in improving patient outcomes.

We pride ourselves on enhancing our solutions to accommodate the ongoing changes and challenges our clients face.

Our team is the key to our success. By fostering a fun, productive, growth-oriented work environment, we develop strong relationships with our clients to develop high quality and innovative products. We are proud to be recognized by being named a winner in Milwaukee Business Journal's 2022 Best Places to Work!

To learn more, visit our website at www.ancillaventures.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, best practices, 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 and project team members in an agile and fast paced environment;
* 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.

If you have:

* A Bachelor’s Degree or relevant experience
* Thoughtful, pragmatic problem-solving and critical thinking skills
* Exceptional verbal/written communication and follow-up skills
* Proficiency with Google G-Suite and 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

Compensation & Benefits:

This is a full-time, paid position. 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 based on company and individual performance.

Ancilla’s comprehensive benefits package for full time employees include medical, dental, short-term and long-term disability, dependent care and 401K.

Ancilla offers a hybrid work arrangement with an option to work in our new office in the heart of Downtown Milwaukee. The office maintains a fun and productive atmosphere, with a casual dress code. Ancilla strives to be an inclusive employer and a great place for all employees to work while maintaining work life balance.

Ancilla offers 10 company holidays per year in addition to 3 weeks of PTO, with the potential to increase this amount after 2 full years of employment.