

Job Description

Job Title: Project Manager

Reports to: Executive VP and Senior Partner

Statement of Purpose:

Provides support and coordination in order to ensure smooth operations of projects and GHSN.

Major Tasks, Duties & Responsibilities:

Understands the GHSN mission, cultural characteristics and standards of service. Incorporates these into the manner in which work is undertaken, and the manner in which the organization is represented.

Manages the project plan and communications under the oversight of the project director.

Develops and maintains detailed project schedules ensure adherence to deadlines.

Coordinates project team meetings and prepares and/or edits meeting minutes and tracking documents.

Maintains Project Directors calendars.

Manage all project document files (hard and soft copies) appropriately.

Communicates appropriately and effectively with clients, team members, contractors and suppliers.

Ensures deadlines are met in a timely manner.

Ensures the timely and complete payment of vendors and strives continuously to utilize the most cost effective resources while not compromising quality.

Ensures the timely and complete invoicing of project clients and strives continuously to utilize the most cost effective resources while not compromising quality.

Provides support and assistance to projects and project staff as needed/assigned.

Maintains current databases of information as assigned.

Provides administrative support as needed, including but not limited to answering phones, typing, and Other similar functions.

Contributes to the overall success of GHSN by providing excellent service and customer relations and promoting unity of purpose.

Maximizes operating and financial performance through effective expense management and enhanced productivity.

Maintains a working knowledge of applicable National, State and local laws and regulations, GHSN mission, cultural characteristics and standards of service, as well as GHSN policies and procedures in order to ensure adherence in a manner that reflects honest, ethical and professional behavior.

Represents GHSN in a manner consistent with GHSN's mission, cultural characteristics and standards of service.

Skills, Abilities and Educational Qualifications:

Must possess a thorough understanding of GHSN mission, values, philosophy of service and service standards.

- Bachelor's degree in Healthcare Administration or related field, graduate degree preferred.
- Must be proficient in Word, Excel, Powerpoint.
- Experience with a project management system.
- Must possess excellent communication skills.
- Must be culturally sensitive and appropriate.
- Must possess a personal presence that is characterized by a sense of honesty, integrity and caring with the ability to promote the philosophy of service, mission and values of GHSN.
- Must be flexible and able to multi-task.

Physical and Mental Working Conditions:

Incumbent will frequently function within tight deadlines that may require flexibility in scheduling of hours, especially given international time zones. May require travel, including international travel.

These essential functions identify the major requirements of the job. They are not an exhaustive list of all job requirements. An employee may be called upon to perform physical actions not specifically identified in this job description.

Our Mission Statement

Global Health Services Network recognizes that every healthcare organization is unique. Building on the foundation of personal, trusting relationships, and both administrative and clinical networks, GHSN assists hospitals and health systems worldwide to:

- Provide the highest possible quality care to patients and their families in a compassionate and dignified manner;
- Excel in customer service and patient care;
- Meet and exceed performance targets, including financial goals;
- Attract and retain the most qualified and service oriented staff;
- Explore and undertake innovative methods and processes to improve the life status of their communities.

GHSN defines the customer of healthcare organizations as the patient, families, staff and community, and places a high emphasis on customer service, quality of care and efficiency.

Our Cultural Characteristics

Our organization is driven by the following characteristics which form the foundation for the work we do, and how we do it.

- Integrity
- Cultural Sensitivity
- Service
- Excellence
- Respect
- Relationship Oriented
- Innovation
- Customer-Centricity