Off-Campus Employment

Job posted on 2013-06-12 by matthew.thompson; posting expires on 2013-09-01

Employer: Healthcare Management Solutions LLC

Position: Project Director (Columbia, MD or Fairmont, WV)

Job Description: Full Time, Permanent,

Healthcare Management Solutions LLC (HMS) has an immediate opening for a Project Director (PD) to work in our Columbia, MD office or Fairmont, WV office. The PD is responsible for the overall management of assigned projects, beginning with planning through continued implementation and evaluation.

Duties and Responsibilities:

- Monitoring project budget and schedule and project compliance including quality or other measures inherent to the project specifications
- Align win strategy/proposal and compliance at designated milestones
- Supervision and effective management of project staff
- Resource planning for expansion or completion of any project
- Ensuring all deliverables are submitted on-time and are of the highest quality

Qualifications: Qualifications:

- Able to manage concurrent deliverables and timelines
- Knowledge and experience in project management requirements of government contractors including interpretation and compliance with contractual requirements including the statement of work, all contract clauses, and Federal Acquisition Regulations
- Good communication and organization skills
- Working knowledge of the Microsoft Office suite of programs (Word, Excel, PowerPoint)
- Compliance Audit experience and knowledge of audit principles and workflow (both onsite and desk-audits)
- Familiarity with Microsoft Project

Minimum Education and Experience:

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- College degree, preferably in healthcare or business-related field; Masterâ€™s Degree preferred

- Audit experience or healthcare /CMS experience preferred

Perferred Major(s): Biology; Chemistry; Management; Marketing; Pre-Nursing;

Application Instructions: To apply: Please submit a current resume at www.hcmsllc.com by selecting the EMPLOYMENT

OPPORTUNITIES tab located at the top right side of the website. For additional information

on this position, please contact the HMS Human Resources Department via email: hr@hcmsllc.com or

via phone: 304.368.0288.