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**Title: Project Manager**  
**Reports To: Vice President of Laboratory Operations**

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**Position Summary:**

The Project Manager is responsible for planning, executing and evaluating multiple projects and driving them through their entire life cycle while coordinating with internal business leaders. Project teams are fluid and continually changing or evolving to deliver on the needs of Helix Diagnostics. This role will demonstrate leadership, teamwork, relationship building with the project team and various cross-functional teams. This role ensures that project scope changes and risks are resolved, mitigated and escalated in a timely fashion. A successful candidate must be able to balance the needs of many competing groups and must be able to work on several projects at the same time

**Job Specific Duties and Responsibilities:**

- Lead multiple project teams simultaneously through the entire project life cycle
- Act independently and judiciously to ensure that projects are completed within scope, on time, and budget
- Develop and manage detailed work plans, schedules, project budget estimates and resource plans required for successful project completion
- Communicate project timelines, including milestones, deadlines and deliverables
- Co-develop with team members on project timelines; monitor, adjust and communicate with project teams as changes occur
- Facilitate ongoing communication between yourself and all internal and external clients
- Lead, facilitate and communicate on project meetings, meeting notes to the project team at the end of the meetings
- Escalate project issues and risks to Vice President of Laboratory Operations in a timely manner
- Provide regular reporting, time tracking and updates on the projects
- Adhere to best practices with internal/external teams
- Work effectively with outside vendors as needed to make sure they are working efficiently and effectively to deliver

**Requirements:**

- Track record of success (on-time, on-budget, goals met), including all aspects of business requirements gathering and implementation of solutions in a Healthcare environment
- Knowledge of approaches, tools, and techniques for gaining the cooperation and support of others
- Strong knowledge in documentation, collaboration and project management tools
- Ability to work in a multi-functional team environment with rapidly changing priorities
- Demonstrated ability to do effective presentations to large and small groups
- Ability to work independently and effectively with minimal supervision, focusing on results
- Effectively prioritize and execute tasks in a rapidly growing environment
- Ability to interact with people from all disciplines with all levels of experience
- High degree of self-motivation, resilience, adaptability, and flexibility.
- Demonstrated ability to be a team player and build capacity of peers.

**Qualifications (Required):**

- Healthcare background preferred
- Undergraduate Degree required in a relevant field of study which may include but is not limited to Health Sciences, Business or Health Administration
- 3+ years of direct work experience in a project management capacity overseeing multiple projects at any time

**Qualifications (Preferred):**

- Project Management Professional (PMP) certification

**Knowledge, Skills & Abilities:**

- Strong interpersonal skills and ability to build and cultivate strong partnerships with clients, technical teams and internal business partners
- Strong analytical, problem-solving, and negotiation skills
- Excellent verbal and written communications skills
- Strong computer skills (spreadsheets, word processing, presentation software, project planning software, etc.).

**Job Type:**

Full Time, Exempt position that requires weekly COVID testing, and requires an onsite presence in our Waterford, Michigan office.

**Who We Are:**

Helix is a value-based, state-of-the-art clinical laboratory on a mission to elevate the lab space through compliance, high ethics, innovation and a best in class client experience. Helix incorporates the latest technology and methods to provide comprehensive diagnostics including toxicology testing, pathogen detection, blood testing and Pharmacogenomics (PGx) testing.

**Expected Use and Disclosure of Protected Health Information:**

Employees in this position are expected to have access to protected health information and other confidential business information from throughout the organization as is needed to fulfill their responsibilities in evaluating and reducing risk to the organization. No protected health information will be disclosed outside the organization unless specifically required by state or federal law.

\*This document is intended to describe the general nature and level of work performed and the requirements of the position. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities of personnel so classified; nor is it intended to limit the right of any leader to assign or direct employees under his/her direction.