

Position Description

Position Title	<i>Consultant, Project Manager VantEdge One Group</i>
Reports To	<i>Managing Partner, VantEdge One Group</i>
Location	<i>Chicago, IL</i>

Job Purpose

The Consultant, Project Manager is a critical member of the VantEdge One Group team. Working closely with our Managing Partners, the Consultant, Project Manager leads one or more consulting and/or implementation projects of varying complexities to develop, design and deliver customer solutions. The Consultant, Project Manager plans, directs and coordinates activities for programs and projects to ensure that goals and objectives are accomplished on budget and within prescribed timeframes. As a leader, the Consultant Project Manager directs project engagement teams using collaborative, proactive management methodologies ensuring the successful delivery of project objectives. Frequently working with customers, the Consultant, Project Manager is entrepreneurial and possesses strong communication skills to cultivate relationships necessary for developing new business within current customer engagements. The Consultant, Project Manager will assist and support growth efforts through participation and collaboration with Business Development teams in documentation creation, review, and presentation to customer relationships. Projects are located throughout the United States and Internationally.

Duties and Responsibilities

Engagement Management

- Utilize VantEdge One Group methodologies in typical and complex situations while being able to adapt to ambiguous, changing circumstances and new requirements; Be creative with solutions architecture to meet the customers needs always deliver value
- Deliver defined scope of engagement plan including project management functions as the primary leader for projects; produce status reports, work flow solutions, work plans, staff scheduling, deliverables and outcomes documentation and presentations. Ensure communications are accurate and timely for customer review.
- Identify and document process re-engineering opportunities including current state, future state, and gap analysis mapping; Work with business development partners to expand engagements or further develop relationships based on findings
- Utilize technology solutions to define, develop and defend financial models including cost-benefit analysis, resource utilization, predicative models, and performance reports
- Create and maintain scalable documentation for solutions developed to ensure sustainability and transfer to VantEdge One Group and constituents using Microsoft Office Suite and iOS Platform applications
- Assess customer needs and map to technology opportunities for recommendation to leadership
- Support business development initiatives through the creation of opportunities, material documentation, and recommendations

Relationship Management

- Collaborate with business and technology partners to define and develop scalable solutions for utilization throughout VantEdge One Group and customer opportunities; cultivate relationships with technology partners.

- Create custom written and oral communications for provider customers and the like defining project deliverables, recommendations, and implementation plans throughout the duration of an engagement
- Manage day-to-day operational customer relationships including, but not limited to, executive and director-level management
- Develop and maintain strong industry relationships to further strengthen VantEdge One Group's innovation and value presence in the healthcare market

Team Management

- Lead a diverse, team-based staff in on-site data capture, analysis, and interpretation in complex, provider-based environments to ensure accurate and effective solutions are installed
- Foster and cultivate a team of diverse professionals for a collaborative and successful culture, while ensuring quality and outcomes of engagements
- Demonstrate self-awareness and appropriately delegate degrees of duties, influence decisions, and guide actions of members for a highly effective and efficient team
- Cultivate and support professional development initiatives and growth opportunities for the retention of VantEdge One Group team members
- Participate in staff performance evaluations as the primary manager of on-site and remote working environments

Qualifications

Basic Requirements:

- Current permanent U.S. work authorization required
- Bachelor or advanced degrees in Business Administration and/or Health Care Management (MBA, MHA). Other degrees in clinical medicine (MD, RN), engineering or economics will be considered.
- Desire to be in a fast-paced, entrepreneurial environment working with customers and on company strategic initiatives
- Experience with formal project management processes, methods and tools including software-based applications
- A minimum of 3+ years of relevant hospital operations experience including department or service-line leadership, project-based performance improvement initiatives/role within a hospital/health system or healthcare consulting firm
- Supply Chain, Revenue Cycle, and Peri-Operative process re-engineering experience
- Proficient in Microsoft Office suite and iOS applications
- Willingness and ability to travel every week (Monday-Friday); Some Weekends
- Work extended hours as necessary

Preferred Requirements:

Education:

- A Master's degree in Business Administration, Nursing, Health or Hospital Administration is highly desirable
- Certification in project management (PMP) and/or change management methodology (Lean, Six Sigma) is a plus
- Certified Purchasing Manager (CPM), Certified Materials & Resource Professional (CMRP) is a plus

Experience:

- Healthcare consulting experience in a team-based professional services firm environment; preferably in healthcare perioperative services, support services, and supply chain highly desired
- Healthcare delivery/provider experience with focused experience in process reengineering, project management and benchmarking and analysis related to clinical documentation and clinical transformation highly desired

- Experience in healthcare GPO Operations, Contract Management and Standardization, Materials Management, Inventory Management, and Procurement is not required, but highly desirable

Skills:

- Ability to manage customer expectations for the delivery of project objectives exceeding customer expectations while maintaining accurate time lines and appropriate budget requirements
- Proven skills in developing great customer relationships and converting business development opportunities
- Ability to deal and work in ambiguous environments while managing key decisions for all stakeholders involved
- Exceptional organization and time management skills, managing team or technology solutions in a fast-paced clinical and/or non-clinical provider environments
- Strong multi-tasking capabilities in highly complex circumstances, while leading teams, communicating with stakeholders, managing customers, and developing relationships for the continued success of engagements
- Strong attention to detail and proven data/analytical and process redesign to develop analysis and process improvement recommendations creating a solution that drives measurable, desired results and maintaining customer and team satisfaction goals
- Excellent interpersonal, verbal, and presentation skills with ability to create custom, succinct communications and scalable solution materials for internal use or customer deliverables
- Exceptional organization and time management skills to manage multiple priorities at once with fast-paced turnaround
- Advanced knowledge of MS Office Suite, including Excel pivot tables and v-lookups and basic iOS Platform Solutions and applications

Attributes:

- Entrepreneurial spirit/interest in working on new business in a fast-growth consulting firm
- Excellent organizational and time management skills in complex environments
- Critical thinking and ability to navigate ambiguous and dynamic circumstances and environments
- Proven team management skills of various professional levels
- Ability to receive and improve up on constructive feedback for professional growth and the continued development of VantEdge One Group's culture
- Excellent interpersonal, verbal communication and presentation skills
- Perform duties and job-related tasks under pressure and given time lines

Working Conditions

- Work as a leader and member of a team as well as be a self-motivator with ability to work independently
- Constantly operates a computer and other office equipment to coordinate work
- Frequently travels by airplane, train or car as necessary to perform work at another location
- Generally, works in a controlled office or hospital environment

Physical Requirements

Travel is required for this role and when not working from an office, hospital-based conditions are typical with normal light, heat, air.

Physical Demands:



Occasionally:

- Standing
- Walking
- Climb-Stairs
- Sitting
- Finger/Hand Dexterity
- Talking
- Hearing
- Seeing

Benefits

VantEdge One Group offers a competitive compensation and benefits package including medical, dental, and vision coverage to employees and dependents; a Simple IRA plan with a generous employer match; a generous Paid Time Off policy.

VantEdge One Group is fully committed to providing equal employment opportunity in recruitment, employment, compensation, benefits, promotions, transfers, education and all other terms of employment. VantEdge One Group will not discriminate on the basis of age, race, color, gender, marital status, sexual orientation, gender identity, national origin, religion, Vietnam era of veteran status, physical or mental disability, creed, citizen status or any other status protected by federal, state or local law. We endeavor to maintain a drug-free workplace.