

### Who We Are

Claritas Rx is a digital health venture focused on patient-level data integration and analytics. We leverage a proprietary cloud-based platform and deep manufacturer expertise to generate valuable insights from specialty channels and other market data. Our product platform and support services yield clear insights into commercial strategies and opportunities benefiting manufacturers, distribution partners and patients.

### The Position

Claritas Rx has a nimble Silicon Valley start-up culture. The Project Manager is responsible for ensuring that each implementation follows a standard process while driving to improve implementation efficiency that meets all key customer deliverables. The Project Manager is expected to work collaboratively with both engineering and the customer facing teams to track the status of each project, serving as a change agent. Working closely with the Director of Customer Solutions and Engineering leads, the Project Manager will help track and raise attention to critical project barriers, working closely with the executive team in identifying solutions to remove barriers in a timely fashion.

### Our Project Manager:

- Manages project timelines across multiple, simultaneous implementations
- Helps the company establish consistent delivery of implementations, driving towards on time, on budget delivery
- Contributes to establishing best practices in project management, documentation, cross-functional communication and collaboration
- Documents processes and procedures that continuously improve efficiency of implementations

### Key Responsibilities

- Establishes detailed project plan based on scope of work and deliverables identified for each implementation
- Assists development of resource tracking tools
- Track changes to project scope, schedule and costs
- Proactively and efficiently manages details throughout project
- Works closely with all members of the implementation team across multiple disciplines/locations
- Demonstrates strong knowledge of internal processes, barriers and contributes to efficient problem resolution
- Serves as primary point of contact on project status
- Works collaboratively with Customer Solutions team to run client status and third-party vendor meetings
- Manages budget, schedule, project resource allocation and tracks deliverables through our project management software

### Key Accountabilities:

- Oversees concurrent implementations effectively
- Creates and manages detailed project plans in Project Management software

- Demonstrates excellent risk identification and mitigation skills
- Assist Customer Solutions team to provides appropriate summary of project plan and progress to date to key stakeholders
- Evaluates and assesses implementation results
- Implements appropriate project management and collaboration best practices

## Who You Are

### Required:

- Bachelor's degree
- 4+ years of Project Management experience
- Solid organizational skills with excellent attention to detail and ability to multitask
- Managing software development projects
- Fluent with Microsoft Word, Excel and PowerPoint, Google Docs
- Familiar with workflow diagraming tools, web-based software systems and relational database development
- Excellent written and verbal communication skills

### Preferred:

- Biotech/ Pharma product launch experience
- Formal Project Management training/ certification

## Join Us

We are seeking to add new expertise and perspective to our strong team of experienced professionals. We aspire to a culture of accelerated professional development through: shared learning and collaboration; a respectful and fun work environment; and employee empowerment through the effective use of technology and tools.

In addition to our great environment, we offer a competitive salary and benefits package and the opportunity to make a significant impact on a first-in-industry digital health solution. Please send a cover letter along with your resume when applying to the position of interest. We are an Equal Opportunity Employer.

Email [jobs@claritasrx.com](mailto:jobs@claritasrx.com)