Project Manager

At Soom, we're on a mission to harness the power and efficiency of technology to advance the quality and safety of healthcare. For everyone.

The Soom platform connects the work of many companies, government agencies, and standards organizations, bridging the gaps between siloed sources of important healthcare information. Using data curation, metadata, semantics and natural language processing to provide flexible, reusable data integration Soom supports several regulatory, operational and data insight use cases. Putting this critical information at the fingertips of users makes for healthier businesses and, most importantly, healthier patients.

We're looking for a Project Manager to join our team. This critical role will interface with new and existing clients, while maintaining ongoing client relationships to ensure continued success. The Project Manager is a fast learner, highly organized, adaptable and above all, passionate about technology and client success.

As a Soom Project Manager, you will be at the center of helping Soom customers and clients easily access the data they need daily, while growing the Soom platform to reach a larger network. This position combines effective communication skills, problem solving, emerging leadership skills, and a client service approach.

Strategic thinking, innovation, analytical insight, communication, and cross-functional teamwork are essential to the success of every element of Soom's business. We take smart risks, solve important problems and adapt and iterate quickly. We are looking for someone who is passionate about this space, takes ownership of their ideas, and is ready to join a team that is made stronger through innovation and collaboration.

About you:

You're someone who wants to see the impact of your work making a difference every day. Your friends describe you as extremely tenacious, thorough, and detail-oriented. You are someone with high standards who's not afraid to push us to be better by example, and who will take pride in Soom like we do.

Responsibilities:
- Act as a liaison to existing and prospective clients
- Interface with Product and Engineering teams to identify and prioritize product enhancements
- Maintain up-to-date, detailed project plans visible to relevant stakeholders both internally and externally
- Coordinate project plan activities, including setting up meetings, and archiving documents, organizing project information, following up on action items and assignments, and providing assistance to the project team(s) as needed
- Develop repeatable processes and best practices to hand-off solution approaches to teams within Soom or the client
- Understand and address client needs in a timely manner

- Participate in user training and on-site implementation where required
- Produce reports regularly (weekly, monthly, annual), including dashboards
- Manage projects as assigned
- Research various data and business topics as assigned
- Perform and manage other tasks as assigned

Required Qualifications:
- Bachelor's degree in Business, Marketing, Information Technology or related field
- 2+ years' experience in client-facing, problem-solving positions in fast-paced, high-tech companies
- Enjoy coming up with solutions to all sorts of challenges, whether they be technical challenges, organizational challenges, or sales challenges
- Curious to learn about new businesses and industries, and you can quickly grasp and make effective use of industry and company-specific terminology
- Keep track of many threads—understanding what must happen in a day, a week, a month—while keeping the mission in mind
- Possess high-standards across the board—from your own contributions, to the people you work with, to the projects you work on
- Demonstrate excellent time management, multi-tasking and organizational skills
- Work well under pressure in a rapidly changing environment
- Possess fantastic organizational skills and great follow through on tasks
- Possess quick technical comprehension and motivation focused on client outcomes
- Able to work independently, as well as with a team
- Flexibility to very occasionally work during off-hours to meet deadlines
- Willingness to travel as needed

This role reports to the Technical Project Manager and is based out of the Boston, MA office. Soom is continuing to hire with all interviewing and on-boarding done virtually due to COVID-19. All new and existing Soom employees will continue to work from home until it's safe to return to our offices. When our offices re-open, we will provide options to work from home or return to work in an office unless a job requirement makes it necessary for a particular role to be performed at a Soom office.

To apply please send a cover letter and resume to careers@soom.com.