

Traffic Manager – Part Time

Up to 20 hours/week, indefinite, contract position, daytime hours, flexible job environment

Who We Are

Point-of-Care Partners (POCP) is an innovative health information technology (HIT) management consultancy and provider of strategic electronic health record (EHR) solutions. Our clients include health insurance **P**ayers, health care **P**roviders, and health information **T**echnology vendors (**PP&T**), and life science / biotech companies (**Pharma**). We provide HIT expert consultancy services to help our PP&T clients with their strategic positioning and management of the evolution of HIT and its impact on their business. Our life science and biotech clients work with us to educate their field teams and help with EHR solutions that address their business challenges. The current and future environment, regulations, and requirements for change in HIT use has created the need for expansion on our account team.

Committed to the professional growth of all employees, we emphasize work-life balance and continuous learning, particularly in the emerging areas of health IT and EHRs. On the leading edge of the evolution of health care into an electronic world, we are proud to be making a difference by helping put patients first by either operating more efficiently or increasing revenue for our clients, resulting in a more affordable healthcare system.

POCP is an Equal Opportunity Employer. POCP does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

The Role

In this part-time traffic manager position, you will establish and prioritize project workflow, set timelines, ensure deadlines are met, ensure overall quality of deliverables meet established client specifications. Must have a computer and internet access.

Responsibilities:

- Works collaboratively with account managers/directors, graphic designers, copywriters, editors and subject matter experts to create and manage project timelines and prioritize deliverables for the team
- Manages freelance bench by monitoring availability, recruiting new talent when needed and assigning work based on work load.
- Creates, maintains and issues weekly status reports as well as daily, annual and weekly schedules
- Orchestrates internal resources and freelance help in accordance with project specifications and timelines
- Drives and manages the workflow of all team members to ensure the best quality of the deliverables as well
- Engages Account Management Teams and others about issues to maintain or exceed standards of quality relative to client deliverables

- Collaborates with staff and freelance team members and provides ongoing guidance to the project team regarding items including but not limited to structure, scope of content, technology requirements, art and design and development needs of the project to ensure that team members are meeting the product's marketing and creative goals
- Leads a weekly project planning meeting with designers, editors, writers and account management team to prioritize the deliverables for the week ahead
- Checks changes and approves versions of the project at various required stages

To Succeed You Will Need:

- Project/program management and/or coordination experience
- Working knowledge of graphic design, editorial, technical and production processes
- Ability to efficiently work remotely
- Must be a self-directed professional, able to multi-task and lead cross-functional teams
- Must have strong organizational, interpersonal and communication skill
- Advertising agency experience preferred
- Strong business knowledge required in the area of pharmaceuticals, client services/account management, the healthcare market, the medical industry and/or medical communications and publishing is a plus
- Experience using Basecamp, Smartsheet a plus

If interested, please submit resume and hourly pay requirements to careers@pocp.com