



Are you an organized leader who is able to deliver on results?

Make a Difference in the Health Care Environment!

Have you gained experience running projects through to successful completion and are looking for a challenge to take on a variety of health care related projects? If you want to make a positive contribution to the Healthcare and Information Technology community, join our team as either a

Project Manager or Project Coordinator

This small, friendly office environment welcomes your strong work ethic and attention to detail as we provide Project Management services to our clients. Leading a team of stakeholders through a project from start to finish is your primary responsibility. You must have a firm handle on scheduling and communicating the actions required to be completed and then pull it all together into successful implementation. Superior customer service skills and a “can do” attitude of getting the job done are attributes you must possess.

Duties and Responsibilities:

- Provide project management services for a variety of clients in the Medical and Technological fields – be prepared to learn some exciting terminology and meet keen professional individuals.
- Update project status, look ahead for roadblocks, monitor the budget and build solutions with stakeholders to deliver in a timely manner.
- Act as a liaison and ambassador, passing on information to various teams to support the project goals and customers.
- Develop new business cases and provide analysis for new and existing implementations.

Qualifications and Requirements:

- Effective presentation and communication skills in both a group and individual setting
- Excellent customer service skills; patience, listening, and a knack for understanding customer needs. Concurrently you need to be flexible to changing priorities and scope of work.
- Solid verbal, written comprehension and computer skills with a keen eye for detail.
- Experience, education, achievements in projects and skill set will be considered.

Applicants may send their cover letter and résumé to careers@aihs.ca or fax to 250-564-2655. Résumés will be accepted until March 2nd, 2012.

No phone calls or personal visits please. We thank all candidates, however, only those under consideration will be contacted.