



It's about **EXCELLENCE**. It's about **PASSION**. It's about **INTEGRITY**.

Do you have an **entrepreneurial spirit**? Do you want to be held **accountable** for your **results**? Do you **drive** towards **success**?

Then join the **WellPoint Systems** team and together, let's **elevate** your career to the **next level!**

### **Project Manager – Business Analyst: Houston**

Project Manager is responsible for managing projects to deliver timely, profitable and quality services to Customers. A Project Manager is also responsible for researching data flows, business processes and existing applications to produce a written document summarizing the requirements.

#### **Responsibilities:**

- Accountable for maintaining the “triple constraint” of the project (scope, budget and timeline)
- Responsible for coordinating and creating the Statement of Work.
- Responsible for reviewing key project deliverables and assures completion and acceptance by client.
- Responsible for developing strategies to overcome and mitigate project risks and escalate as necessary.
- Responsible for quality management of Project documentation in coordination with the team assigned to the project.
- Responsible for communication of project status to the client.
- Responsible for creating and maintaining in collaboration with the Business Architect and an overall project schedule.
- Coordinates resource requests.
- Responsible for scheduling and facilitating Project Kick off meetings and on- going internal and client status meetings.
- Responsible for facilitating project team and client meetings and distributes meeting minutes as required.
- Accountable for maintaining all required project metrics for the assigned projects.
- Responsible for the development, maintenance and communication of action items and status weekly.
- Responsible for setting up Project accounting for time tracking for reporting purposes.
- Responsible for accuracy of the client invoicing.
- Responsible for maintenance of all project artifacts.

#### **Qualifications:**

- 10+ years of business experience
- 10+ years of project management experience
- PMP preferred
- Project Management in an ERP environment a plus; preferably with Artesia Data Systems
- 80% Project Management, 20% Business Analyst
- Up to 25% travel

Interested candidates are invited to forward a resume, in confidence to:  
[careers@wellpointsystems.com](mailto:careers@wellpointsystems.com)

We would like to thank all applicants for their interest in this position however only those selected for interviews will be contacted.