



# Project Manager

## Job Description

### Who We Are

RexPay is a healthcare technology startup based in Phoenix, Arizona. We're on a mission to rescue patients from medical bill mayhem by helping them manage their medical bills and payments all in one place. Being sick is a pain. Medical bills shouldn't be.

### Who We Are Looking For

Talented and driven project managers who want to get in on the ground floor of a mission driven healthcare technology startup and have demonstrated the below qualities:

- Success in agile environments, ability to change course; indirectly influencing others to be willing to change
- Ability to bring everyone together, aligning on solution and steps to get there
- Relentless focus on execution and ability to keep the team moving forward
- Capability to manage problems, handling everything thrown at the project team keeping focus on delivering
- Experience driving collaboration across teams

### What You Will Need

Passion – Not just a passion for building great products, but also a passion for helping others. Our mission is to help patients. We are looking for team members who want to do the same.

Proven ability to manage change in dynamic, ambiguous environment and ability to influence without direct authority among peers and with leaders. Influence team members with innovative changes and improvements by challenging status quo and demonstrating risk taking

- Experience managing multiple cross-functional projects simultaneously
- Advanced time management and analytical skills
- Excellent interpersonal oral and written communication skills
- Excellent problem-solving skills Use of PM tools like MS-office, Asana, Azure Dev Ops etc.
- 4+ years in program delivery, project management and getting stuff done
- Bachelors and/or master's degree

### What You Will Do

Build a product with the potential to reach millions of users, helping them manage their medical bills and reduce financial stress!

- Be the voice of the RexPay cross-functional product team.
  - Lead end-to-end technical project management of RexPay product development within an agile software management system, including consistent evaluation of cross-project milestones for opportunities to drive efficiencies and accelerate time to production.

**RexPay**

Your Medical Bill Rescue App

[RexPay.com](http://RexPay.com)

(917) 828-2695

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515 E Grant St, Suite 203,  
Phoenix, AZ 85004



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- Own the product programs, driving their completion through the agile delivery teams.
- Actively anticipate and manage risks and issues
  - Establish a strategy and systems for continuous risk management, enabling proactive notification and action across the project portfolio.
  - Develop and manage all relevant plans to ensure project success especially project plans, communication plans, training plans, and risk management plans.
  - Develop a dynamic project framework to facilitate the Plan, Do, Check, Act, Adjust methodology.
  - Develop schedules for project milestones, reviews, and internal milestone tracking.
  - Work with cross-functional team to own timeline objectives and provide timely analysis and mitigation plans for any deviations.
  - Document key decisions.
  - Champion the Project Life Cycle, fixing where broken and teaching the merits to the cross-functional team.
- Manage relationships across our startup organization
  - Lead teams and meetings to manage scope and deliverables, acting as an Agile champion for all engineers and QA testers.
  - Partner with the delivery teams in the scrums to fix problems and coordinate solutions.
  - Align the program team driving a communication strategy that minimizes impact of bugs or delays on users and customers.
  - Work with Engineering Lead to systematically track technical debt.
  - Work with Engineering Lead and Product Manager to prioritize tickets in Dev Opps
  - Work with UX/UI team and Product Manager to ensure the UX/UI design priorities and deliverables align with the engineering team's needs and broader product priorities.
  - Work with the Engineering Lead and Product Manager to analyze tradeoffs between usability and performance or other technical needs.
  - Manage resources and schedules Stakeholder management - assisting to prioritize and set expectations when competing project deadlines arise.
  - Provide reinforcement for Engineering Lead by effectively escalating technical blockers until resolved or workaround identified and keeping them informed of cross-project intelligence as needed.
  - Work with Quality Assurance team to ensure design issues and technical bugs are identified and resolved prior to public go live for new releases.
  - Work with Support Team, Engineering Lead, Product Manager, and QA Team to ensure issues and bugs from Support are prioritized and addressed in a timely manner in order to provider excellent service.
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- Drive program analytics to know more than the day before.
  - Capture insights and identify patterns from cross-project management and follow-through by submitting technical feedback to engineering and driving process efficiencies as applicable.
  - Develop reporting content and produce reports for different stakeholders on appropriate performance metrics.
  - Track and maintain performance metrics for new product launches to optimize and prioritize future features and releases.

## What You Will Get

Competitive compensation package including salary, equity, paid vacation, and benefits. Flexible work environment with friendly and passionate team. A chance to be at the forefront of bringing the power of cloud, mobile, and artificial intelligence to the healthcare industry.

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