



Project Manager Job Description

Mental Health Strategies and Solutions (MHSS) is the industry leader in developing top notch behavioral health practices. We specialize in transcranial magnetic stimulation (TMS) and ketamine therapy, two groundbreaking treatments for depression and other mental conditions. Our team offers services in digital and traditional marketing, lead generation/nurturing, graphic design, hands-on training & education, call answering solutions, reputation management, and other services to help our clients be successful. www.mentalhealthss.com

MHSS is seeking a Project Manager to manage key client projects. Responsibilities include the coordination and completion of projects on time, within budget, and within scope. Oversee all aspects of projects. Set deadlines, assign responsibilities and monitor progress of projects. The successful candidate will work directly with clients to ensure deliverables fall within the applicable scope and budget.

Bachelor's degree or 2-4 years of experience in the field or in a related area preferred. Candidates must be organized, able to wear many hats, and juggle a variety of tasks. Lead and direct the work of others. A wide degree of creativity and latitude is expected.

Responsibilities:

- Flawlessly execute each project from start to completion
- Manage timelines and deadlines with self and internal employees
- Manage client relationships
- Work with multiple departments within the MHSS organization to deliver goals
- Assist in developing project goals and objectives
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Deliver monthly and quarterly reports to clients

- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Attend conferences and training as required to maintain proficiency
- Communicate daily with management team to ensure goals are delivered

Requirements:

- Proven working experience in project management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and Google Docs/Sheets/Slides
- Project Management Professional (PMP) / PRINCE II certification is a plus
- Bachelor's Degree in appropriate field of study or equivalent work experience

Project Manager top skills & proficiencies:

- Developing and Tracking Budgets
- Coaching
- Supervision
- Staffing
- Project Management
- Management
- Process Improvement
- Planning
- Performance Management
- Inventory Control
- Verbal Communication