



## Client/Project Manager

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### We're Hiring!

This position has been designated to ensure that the goals and objectives of the project are accomplished within prescribed time frames and guidelines. This individual must be able to effectively communicate with both customers and coworkers. They must also be able to properly manage multiple tasks and customers at any given time.

This full-time position offers a competitive salary, opportunity for growth in a rapidly expanding company, and an extensive benefit package including affordable health insurance and a 401k plan. This challenging role is critical to the continued growth of our business. The ideal candidate will have the opportunity to contribute immediately and enjoy a development voice with senior management. At Etactics, we strive to employ an energetic workplace that prides itself on creating a team environment that appreciates collaboration to deliver common goals.

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### Requirements

**Location:** Must be able to work at our Stow, OH location.

**Education:** Bachelor's degree from a four-year college or university; or one to two years' related experience and/or training; or equivalent combination of education and experience.

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### Skills and Qualifications

- Strong leadership, organizational and decision making skills
- Ability to work effectively in a fast-paced and team environment
- Good computer skills, must be proficient in Word, Excel and Outlook
- Experience with problem solving and managing multiple projects



### Duties and Responsibilities

- Train existing clients to use our new website(s)
  - Effectively present information and train customers over the phone
  - Ensure all project information is documented effectively and in a timely fashion
  - Customer Manager responsibilities including answering phones, data entry, on-boarding clients, troubleshooting and client follow-up
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Etactics was established in June of 1999. Our software company was originally formed to provide Revenue Cycle Management services to healthcare providers.

Today, Etactics serves over 4,000 clients to provide innovative solutions that optimize the accuracy of sensitive documents, increase overall business intelligence, and implement sound compliance policies. Etactics' purpose is to facilitate our clients business and act as a single connection point to all payers.

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