Technical Project Manager

Vista Research Group is looking for a technical project manager who is excited by the opportunity to have a challenging career while working from home.

Vista Research is changing the world of addiction and mental health treatment by providing the data treatment centers need to improve the effectiveness of their treatment. The company is independently-owned and growing quickly. All employees and freelancers work remotely from home and must be based in the U.S.

The primary role of the Technical Project Manager will be to work with our software development, data analytics and integration teams to keep multiple projects on track and ensure data accuracy. The project manager will be responsible for learning our software inside and out and will be the primary point person for glitches and development projects. Depending upon the time this person has available, they may also take on responsibility for other projects across the company including helping our clients use the software and analytics, calculating what clients should be billed, helping with the production of client reports, and supporting human resources and payroll efforts. The project administrator will report directly to the CAO while working closely with the CEO and other members of the team.

While timing is flexible, the freelancer needs to be available for at least 20 hours per week during normal weekday working hours.   The ability to periodically work some evenings and/or weekends is also a plus. For the right person, we are open to either part-time or full-time work, but it is important that the Technical Project Manager be interested in growing with our company long-term.

You can expect to work for us as a freelancer for 90 days or so, after which we will offer an individual who has proven his or her abilities long-term employment. Vista employees receive excellent health insurance and paid vacations and have the potential to receive stock options.

Because we are primarily interested in finding excellent long-term employees, our screening process is a bit more detailed than is typical for Upwork. If you are interested in this position, please submit a full cover letter as well as your resume or c.v. If you advance beyond the first interviews, you will be asked to submit three references and the necessary information for us to do a complete background check in accordance with the Fair Credit Act. Freelancers who are offered employment will also be required to undergo drug testing.

Responsibilities

Quality assurance project management (60%)

- Manage software quality assurance tasks as directed by company leadership
- Identify glitches and issues in the software and work with the development team to develop and confirm fixes
- Manage general development projects
- Facilitate communication between client support and the development team
- Maintain systems and processes designed to manage projects including Trello
- Manage the dissemination of software development information to company team members and Vista clients
- Use Slack, Skype, Zoom and other communication platforms to connect with remote team members

Company administration (40%)

- Provide administrative support to company leadership
- Synthesize information in several Excel workbooks to calculate monthly client billing
- Support research team with Excel data analysis and development of reports for clients
- Support basic website editing and blog posting
- Coordinate and support weekly meetings
- Ability to manage office phones and provide clients with necessary information about the software and our other products in a courteous manner

Required qualifications

- Technical or software project management experience
- Deep experience using Excel for data analysis
- Experience working remotely with an UpWork rating of 90% or higher
- Excellent written and oral communication skills with proficiency in English
- Excellent attention to detail and organizational skills
- Ability to work independently and as a part of a collaborative, remote, team
- Interest in a flexible schedule that includes some evening and weekend hours as needed
- A personal computer with an up-to-date operating system that allows for full hard disk encryption
- Access to an up-to-date, working cell phone that allows for the use of Android or Apple apps
- Willing to sign a Business Associate Agreement and comply with HIPAA policies and procedures

Work Locations

This position is a 100% remote position; candidates must be based in the US.

Travel Expectations

Travel requirements are expected to be 10% or less of the position's time.

Additional Information

Candidates will be initially offered a contract position for 90 days after which the individual will be offered a permanent position if the fit is mutually agreed upon.

Background Screening

Vista Research Group conducts background screenings upon acceptance of contingent job offer and may use a third party administrator to conduct background screening. If the contract employees accept and contingent offer to continue employment after the contract period, they will be required to participate in a drug screening. Background screenings are performed in compliance with the Fair Credit Report Act.