

# Project Manager

## WHO WE ARE

EarlyTracks is a leading provider of innovative solutions that empower care institutions in efficiently managing and leveraging high-quality medical records. With our unwavering focus on standardized and 'fit-for-use' medical records, we offer a unique value proposition to our esteemed client base of 20+ hospitals in Belgium.

At EarlyTracks, we pride ourselves on our cutting-edge expertise, rooted in our university spin-off background in Natural Language Processing (NLP). This expertise serves as the bedrock of our comprehensive offerings, which encompass not only advanced ML-based solutions, but also terminological resources and intelligently crafted interfaces designed to streamline information management processes.

As the medical IT landscape rapidly evolves, EarlyTracks stands at the forefront, harnessing this momentum to drive our own growth trajectory. We are actively expanding into new markets and developing innovative solutions that shape the future of healthcare, ensuring our clients stay ahead of the curve.

Located in the vibrant city of Brussels, in close proximity to the prestigious EU district and Merode Metro Station, EarlyTracks offers a stimulating work environment at the heart of Europe. Join our dynamic team and embark on an exciting career where you can make a meaningful impact in the healthcare industry.

## ABOUT THE JOB

We are currently looking for a **Project Manager** to join our team.

As a Project Manager, you will play a vital role in managing client projects and ensuring the success and satisfaction of clients. You will be responsible for overseeing the end-to-end project lifecycle, collaborating with internal teams, external partners, and clients to deliver high-quality solutions. You will utilize your project management expertise, strong communication skills and deep understanding of healthcare industry dynamics to achieve project objectives.

## YOUR RESPONSIBILITIES WILL BE

- Develop, lead and follow multiple client projects simultaneously, ensuring adherence to project **timelines**, **scope**, **budgets**, **resources** and **quality** standards. Anticipate and manage project risks, escalating issues as necessary.
- Understand **client needs**, **expectations**, and **goals** to deliver tailored solutions.

- Collaborate with EPR providers, healthcare professionals, and other strategic partners to define project requirements, identify risks, and develop comprehensive project plans.
- Build and maintain strong relationships with clients, acting as the **primary point of contact** throughout the project lifecycle.
- Coordinate **cross-functional teams (terminologist, healthcare professionals, , analyst, NLP experts, developers)**, ensuring clear roles, responsibilities, and deliverables. Foster effective communication, collaboration, and knowledge sharing among team members.
- Work closely with the data analyst to ensure the **delivery** of high-quality solutions that meet client expectations.
- Conduct thorough **project reviews** and perform **continuous improvement** initiatives.
- Monitor **client satisfaction** throughout the project lifecycle, proactively addressing concerns, and **identifying opportunities** for additional services.
- Maintain accurate **project documentation**, including **status reports**, change requests, and project closure reports. Generate project performance reports for clients and internal stakeholders.
- Stay **up-to-date with healthcare industry trends**, regulations, and advancements. Apply industry knowledge to enhance project outcomes and provide valuable insights to clients.

## WHO YOU ARE

*Note: If you are confident that you have the skills and knowledge to perform the duties of this role but do not match one of the criteria below, do not hesitate to apply and explain in your application why you consider your experience remains relevant.*

- Master degree preferably in Data Management, Business Administration or Healthcare.
- 3 years of experience as a Project Manager or similar role
- Excellent project management skills, including project planning, execution, risk management, and quality assurance.
- Demonstrated ability to manage multiple projects concurrently, prioritizing tasks, and meeting deadlines.
- Exceptional communication and interpersonal skills, with the ability to build relationships with clients and collaborate effectively with internal and external stakeholders.
- Great organization and structure
- Sharing our values: Result-oriented, collaborative, committed, innovative and agile
- Fluent in French and very good knowledge of English

## PICKLIST OF ASPECTS THAT WILL MAKE YOU EVEN MORE UNIQUE

- Experience with the healthcare industry
- Relevant certifications (e.g., PMP, Agile)
- Good knowledge of Dutch

## WHAT'S IN IT FOR YOU

- Work in a company that is **driven by its mission** (improving the quality of medical records) more than anything else ;
- Work in a company that is **scaling** quickly with a mature technological vision and growing developments needs;
- Benefit of a working environment that is **open, invested** in people and where your **opinion matters** ;
- Enjoy **flexible working conditions** (hours and location) to find the work-personal life balance that is the best for you ;
- Last but not least, benefit of a **competitive salary**

## INTERESTED?

Send an email with your CV to [jobs@earlytracks.com](mailto:jobs@earlytracks.com), we'd love to meet you!

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