



Fast-growing Healthcare SaaS Compliance Solution provider in the Medicare/Medicaid/Commercial space is seeking a Project Manager to join our team.

Who We Are:

Beacon Healthcare Systems Inc. is an exciting software as a service (SaaS) company thriving in the healthcare space. We provide compliance and regulatory software modules for applicable stakeholders in the health insurance industry.

Why Work Here?

- Lead meaningful projects that directly impact compliance outcomes for health plans across the country.
- Work in a dynamic, fast-growing SaaS environment where your organizational skills make a real difference.
- Collaborate across engineering, product, sales, and customer success teams on high-visibility initiatives.
- Competitive compensation, remote flexibility, and a mission-driven team that values your contributions.

Role: Project Manager

Location: Remote

Compensation: \$85,000 - \$97,000 per year plus benefits and bonus

Description:

Our ideal candidate is a highly organized, proactive Project Manager with proven experience driving complex, cross-functional projects from initiation through completion in a SaaS or technology environment. In this role, you will serve as a key point of contact for client engagement throughout project delivery, partnering closely with internal teams and external stakeholders to ensure successful implementations, deployments, and ongoing alignment with client expectations. You bring strong communication skills, a collaborative mindset, and the ability to manage competing priorities without losing sight of timelines or quality. You are comfortable working with both technical and non-technical stakeholders and thrive in a fast-paced, agile environment. This position reports to the Director of Project Management Office.

Responsibilities:

Project Planning & Execution

- Define project scope, goals, deliverables, timelines, and success metrics in collaboration with stakeholders and team leads.
- Develop and maintain detailed project plans, schedules, and resource allocations to ensure on-time, on-budget delivery.

- Identify, track, and manage project risks, dependencies, issues, and change requests throughout the project lifecycle.
- Facilitate project kickoffs, status meetings, retrospectives, and stakeholder reviews; maintain clear meeting notes and action items.

Cross-Functional Coordination

- Serve as the central point of coordination across engineering, product, QA, DevOps, and business teams for all assigned projects.
- Communicate project status, milestones, and risks clearly and consistently to stakeholders at all levels of the organization.
- Remove blockers and escalate issues appropriately to keep projects moving forward without compromising quality or scope.

Agile & Process Management

- Support and facilitate Agile/Scrum ceremonies while operating within a hybrid delivery model that includes structured planning, milestone tracking, and release coordination.
- Maintain project documentation including charters, RAID logs, status reports, and lessons learned repositories.
- Continuously evaluate and improve project management processes, templates, and tools to increase team efficiency.

Stakeholder Management

- Build and maintain strong relationships with internal stakeholders and external partners or vendors as needed.
- Translate complex technical information into clear, actionable updates for executive and non-technical audiences.

Education and Experience:

- Bachelor's degree in Business Administration, Information Technology, Computer Science, or a related field.
- Minimum 5–10 years of project management experience, preferably in a SaaS, technology, or healthcare IT environment.
- Proven track record of delivering complex, cross-functional projects on time and within budget.
- Strong proficiency with project management tools (Jira, Asana, Monday.com, Microsoft Project, Smartsheet, or similar).
- Solid understanding of Agile/Scrum methodologies; experience working in hybrid Agile-Waterfall environments is a plus.
- Excellent verbal and written communication skills with the ability to present confidently to executive stakeholders.
- PMP (Project Management Professional) or PMI-ACP certification preferred.
- Experience in healthcare, healthtech, or regulated software environments is a strong plus.

Personal Competencies:

- Exceptional organizational skills and ability to manage multiple concurrent projects with competing priorities.
- Strong problem-solving and critical thinking skills; proactive in identifying issues before they become risks.
- Collaborative, team-oriented leadership style with the ability to influence without direct authority.
- High attention to detail with a commitment to accuracy in documentation and reporting.
- Adaptable and resilient in a fast-paced, dynamic environment where priorities can shift quickly.

Beacon Healthcare Systems is proudly an equal opportunity employer. The company is headquartered in Huntington Beach, CA