
JOB DESCRIPTION: Data Solutions Project Coordinator

SUMMARY DESCRIPTION

BC Solutions is looking for the right candidate to assist and coordinate with our Data Solutions Manager on blood bank and laboratory data conversion, validation, and testing projects. The ideal candidate is highly organized and efficient, and strives to ensure error-free results. This position is 100% remote (work from home).

RESPONSIBILITIES

- Obtain and support remote access for multiple projects
- Assist with project document creation and review
- Participate in client calls (taking notes, updating project plans, etc.)
- Provide assignments and training to other team members assigned to projects
- Proactively engage with clients and vendors to mitigate issues before they become critical
- Selecting Patients, Units, and Donors from data for validation
- Validation of data imported to new system compared to legacy system
- Communicate project status updates with Data Solutions Manager
- Independent problem solving, time management, and clear communication skills

ESSENTIAL EXPERIENCE

- Familiarity with data validation projects; direct experience preferred
- Laboratory/Blood Bank experience
- Basic proficiency with project management activities, tools, and techniques
- Ability to problem solve and negotiate issues to overcome project roadblocks

PREFERRED EXPERIENCE

- Direct experience with data files, mapping, translation tables, and Access Databases
- Technically proficient with access and file-sharing software (Citrix, SharePoint, FTP, etc.)
- Participated directly on previous data conversion projects (Laboratory specific is a plus)
- Previous experience working remotely is a plus

ABOUT BC SOLUTIONS

BC Solutions is committed to providing the highest quality consulting services to our clients by meeting or exceeding their requirements and those of industry regulatory agencies. This is achieved by continually improving quality, building relationships, and developing innovative ways to excel.

QUALITY

BC Solutions is committed to the highest quality standards in all that we do. We know that quality processes, people, and communication lead to the delivery of quality products and services. We develop quality processes and services that deliver value and enhance patient safety in clinical laboratories.

RELATIONSHIPS

BC Solutions values customer, employee, family, and business relationships. We are committed to strong and lasting relationships that provide positive developments for our business and families. We allow our customers to leverage our expertise to enhance their delivery of products and services to their patients. Open communication, respect, trust, and confidentiality are core to our business.



INNOVATION

BC Solutions aggressively pursues deliverables and customer satisfaction. We have the ability to use well-structured business processes to meet the ever-changing landscape of customer needs. BC Solutions knows that one solution does not fit all clients and we will structure solutions to meet specific client's needs. Our experience and enthusiastic behavior allow us to meet our customer needs and resolve issues in a timely manner.

PROFESSIONAL DEVELOPMENT

Our employees are at the heart of BC Solutions. They have made our company what it is today and their expertise, capabilities, and high level of engagement are always laying the foundation for our future success. We must continuously develop our employees to stay competitive and carry us forward. BC Solutions employees should actively seek out challenging assignments, take advantage of educational opportunities, and read professional publications or participate in forums to stay current on new developments related to their positions.