



JOB DESCRIPTION: Business Analyst/ Project Manager

LOCATION: SF Bay Area- Alameda, CA

We are seeking candidates looking to advance their careers by joining our product team in Alameda, California. The position requires up to 40% travel. We are committed to investing in your future by training you in product testing, implementation, and support skills that will serve you well here at ReadyList or beyond. Depending on performance, our product analysts are promoted to a senior position after twelve months.

RESPONSIBILITIES

The Business Analyst/ Project Manager will be responsible for supporting the product development, implementation, and product support efforts of the ReadyList solution. These activities include user testing, product data configuration, implementation planning, product training, go-live support, and product optimization. You will work at the direction of our VP of Product and Implementation Services with the goal of enhancing the development of our market-leading healthcare solution and ensuring clients are successful in reaping value from its use in their daily operations.

REQUIREMENTS

An ideal candidate must have the following:

- A bachelor's degree with a GPA exceeding 3.3 out of 4.0
- Superior verbal and written communication skills
- Proven problem-solving skills
- Keen attention to detail and motivation to deliver high-quality work products
- Ability to build strong and lasting relationships with key decision makers
- Success working with data via spreadsheets or databases
- Basic project management and scheduling experience
- Ability to work independently and be self-motivated as well as work on a team and across functional areas of an organization
- Comfort working in a start-up environment where priorities may change weekly but are always aligned with growing a healthy business
- Ability to travel 25%-40% to customer sites for product launches

An ideal candidate should also have the following:

- 1-to-3 years of relevant work experience as a business analyst and/or in management consulting.
- Experience working in a hospital environment



WHAT YOU GET

- Rapid career advancement with strong performance
- Direct access to ReadyList leadership team
- Medical benefits package to which ReadyList contributes
- Retirement plan
- Paid vacation and major holidays off
- Flexible work arrangements

ABOUT READYLIST

ReadyList is the world's first platform to revolutionize the important work of hospital support service personnel in support of our nation's doctors and nurses. Top-ranked health systems rely on ReadyList to improve healthcare quality while driving down operational costs. We believe strongly in our mission-and values-driven culture. We are building a self-directed, engaged, and masterful team that is driven to deliver important and meaningful outcomes for our customers and their patients. Founded in 2015, ReadyList is a privately held company based in Alameda, California and Milwaukee, Wisconsin. For more information, visit readylist.com.

EEO STATEMENT

ReadyList, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. ReadyList complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

ReadyList expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of ReadyList employees to perform their expected job duties is absolutely not tolerated.