**Project Manager |Shanghai**

**Who is the CareVoice**

Founded in 2014 in Shanghai, The CareVoice is a health InsurTech company transforming healthcare experience to be more consumer-centric. We bring unique mobile-based and data-driven SaaS solutions that digitalize healthcare and insurance journey with consumers’ interest first.

The CareVoice has received several awards in China such as semi-finalist at MetLife insurtech competition involving 150+ startups across the globe, best foreign start-up from TechCrunch China, and others.

After graduating from Chinaccelerator - #1 accelerator in China – in 2017, The CareVoice closed over 2 million-dollar investment round in December 2017. The round has been co-led by two China- and US-based VC, Haitao Capital and SOSV, and involved local Chinese and Southeast Asian healthcare investors. The funds will be used to fuel the company insurance business lines, accelerate technology development, consolidate its China leading presence and open a first Southeast Asian market. More recently, we’ve just been selected to join Ping’an 1st FinTech Accelerator for 3 months program, which started in June 2018 powered by Sparklabs Group, a leading network of accelerators and venture capital funds.

**Your Responsibilities:**

* Manage and deliver development project from beginning to end, including creating solution proposal before iteration stage;
* Define and track project scope, goals and deliverables that support business goals in collaboration with both internal and external stakeholders;
* Identify and manage risks through project either internally and externally;
* Identify and manage project dependencies and critical path;
* Estimate the resources and participants needed to achieve project goals;
* Effectively communicate project expectations to team members and stakeholders in a timely and clear fashion;
* Coach, mentor, motivate and supervise project team members and contractors, and influence them to take positive action and accountability for their assigned work;
* Able to work with agile team including product owner to deliver the project with considering project deadline and team velocity;

**Qualifications:**

* Computer Science, Information technology or related disciplines graduate
* Minimum 5 years working experience in the field of software development
* Minimum 3 years of work experience in IT project management or delivery including scheduling, coordination, control, and project/process documentation
* Minimum 3 years of work experience and knowledge of web application development
* Experience of local/international project delivery from beginning to end
* Fluent in English and Chinese, both written and spoken
* Experience or knowledge for Agile project delivery
* Must be a confident communicator

**Package**

Competitive salary and bonus schema, 20 days holiday, Medical insurance

**Starting day**September 2018

**If you areinterested in this position please submit your resume via email at** [jobs@thecarevoice.com](mailto:jobs@thecarevoice.com)