

## **Junior Client Relationship Manager**

Mirixa, a growing healthcare technology company, is seeking a self-motivated Junior Client Relationship Manager with strong organizational skills and the ability to multi-task. The successful candidate will assist Senior Client Relationship Managers who work closely with internal sales, clinical (pharmacy) managers, healthcare industry clients, and technical resources to plan and implement patient care programs utilizing a leading pharmacy-based patient care delivery application.

Under the direction of a Senior Client Relationship Manager, the Junior Client Relationship Manager will assist in the planning and delivery of Mirixa's suite of products and services and contribute to the day-to-day activities required to deliver and maintain client programs.

### **Key Responsibilities:**

- Assists in day-to-day management of sponsor client relationships
- Assists in the delivery of client requested deliverables
- Assists in the Change Request process as needed
- Project management of client and product implementation activities
- Tracks and ensures successful delivery of client reporting
- Manages changes to client letter programs
- Facilitate communication, collaboration and build strong relationships across the Mirixa organization as well as with external client business and project teams.
- Other duties as assigned

**Education:** Bachelor's degree

**Experience:** 1-2 years of relevant work experience in client/account management, project management, implementation management, relationship management, and customer implementations

### **Skills:**

- Strong written and verbal communication skills
- Excellent attention to detail
- Demonstrated analytical, organizational, and project management skills
- Demonstrated proficiency with Microsoft Office (Word, Excel, Access, and Outlook)
- Strong ability to multitask, set priorities, and meet strict deadlines
- Experience working at or with a health plan, PBM, or similar is highly desirable
- Experience working with data and data design preferred
- Familiarity with html is desirable
- Ability to be personable and approachable

Mirixa is located within walking distance of the Wiehle-Reston East Metro station and offers a competitive benefits package including health, dental, and vision insurance; company 401(k) match; vacation, sick, and personal leave; and paid holidays.

Mirixa is an equal opportunity employer. Applicants should be cleared to work in the United States. Relocation assistance is not available at this time.