

QUALIFICATIONS

Skills

Must possess strong oral and written communication skills, as well as an ability to manage multiple projects and programs concurrently. Strong analytical skills and the ability to make sound decisions in a dynamic and often ambiguous environment are required. Working knowledge of relevant software packages and computer systems is required. Knowledge of the healthcare industry is preferred. Candidate must be highly organized, detail-oriented and be dedicated to customer satisfaction. A strong work ethic and the ability to work independently in a fast-paced, autonomous environment are essential. Must possess valid driver's license, insurance and provide reliable transportation for use in work.

Education/Experience

A Bachelor's Degree in business or other related field is required. A minimum of one to two years in an sales operations support role is preferred. Health care and/or nonprofit experience is preferred.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)