



Administrative Assistant

CNECT, a national healthcare Group Purchasing Organization recognized by the San Diego Business Journal as one of San Diego's Best Places to Work in 2011, 2012, and a winner in 2013 is seeking an Administrative Assistant. This position will report directly to the Director of Operations.

Responsibilities include prioritizing, managing and completing administrative tasks including, but not limited to, logistical support for trade shows and conferences, preparing correspondence, print materials and marketing assistance, coordinating meeting and travel arrangements, scheduling meetings, provide administrative support for staff and other meetings.

- Minimum of three years of experience providing excellent staff support is required.
- Must possess strong oral and written communication skills, with strong computer proficiencies.
- Working knowledge of relevant software packages and computer systems is required.
- Candidate must be highly organized, professional, multi-task oriented and able to work in a fast paced, dynamic organization.

Competitive salary and benefit package.

Send cover letter, resume and salary requirements to info@cnectgpo.com or fax to 619-906-2478.

CNECT is an EEO employer.

About CNECT

CNECT supports over 3,000 healthcare, non-profits and educational facilities throughout the nation. We sign up an average of 2 members every day of the week allowing them access to discounts and services specifically designed to enhance their financial strength. Without compromising quality, we strive to leverage the lowest possible price on contracted services and products. www.cnectgpo.com.