

Contracts Administrator

Council Connections, 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 a Contracts Administrator. This position is responsible for supporting the contract load process, performs research, and other coordination functions in support of the overall program and services offered by Council Connections. This position works in conjunction with the Senior Contracts Administrator, who is responsible for providing contracting support to the sales and service team and supplier partners.

A Bachelor's degree in Computer Science or related field is required. A minimum of three years' experience with data management and analysis, including sales and CRM data is preferred. Must have at least intermediate level knowledge of Microsoft Excel, and basic knowledge of Transact SQL is a plus. Must possess strong oral and written communication skills, as well as an ability to manage multiple projects concurrently. Strong analytical skills, and the ability to make sound decisions in a dynamic and often ambiguous environment, are required. Health care and/or nonprofit experience is preferred.

We offer competitive compensation and benefit package. Please email cover letter, resume and salary requirements to jobs@ccc-sd.org or fax to 619-542-4350. **Resumes submitted without salary requirements will not be considered.** Council Connections, a division of the Council of Community Clinics, is an EEO employer.

About Council Connections

Council Connections has been in the GPO market for over 30 years and supports over 3,800 members in health care, social service and educational organizations throughout the nation. We sign up an average of 20 new members every week, providing them with 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.councilconnections.com