

Operations Administrative Assistant, San Diego, CA

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 and 2014 is seeking an Operations Administrative Assistant to join their Operations team. This position will report directly to the Director of Operations and will provide support to CNECT staff. Responsibilities comprise of prioritizing, managing and completing administrative and operational tasks including, but not limited to, logistical support for conferences, preparing correspondence, print materials and marketing assistance, coordinating meeting and travel arrangements, supporting our members and strategic partners, conducting price comparisons and processing membership applications.

Qualifications

Minimum of three years of experience providing excellent staff support is required. Must possess strong oral and written communication skills, with strong computer proficiencies and analytical skills. 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. A dedication to outstanding customer service as a positive team player.

Compensation

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.

CNECT, a division of Health Center Partners of Southern California is an EEO employer.

About CNECT

CNECT, a national Group Purchasing Organization (GPO) with 36 years of industry experience, signs up an average of 20 new members every week allowing them 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 for our 5,500 members. CNECT is affiliated with Premier, one of the nation's largest GPOs. Through this affiliation, our members have access to a comprehensive savings portfolio that includes thousands of contracts covering all aspects of an organization's purchasing from med/surg supplies to office furniture, car rentals and cell phone services. Dedicated member support, detailed analytics, individualized program development, and training opportunities are just the start in which CNECT assists members to realize the total value proposition of their GPO relationship. Current members receiving CNECT's focused attention and enhanced customer service today include health care, social service and educational organizations. For more information on CNECT, please visit www.cnectgpo.com