



OPERATIONS SPECIALIST, SAN DIEGO, CA

CNECT, a national Group Purchasing Organization (GPO) is looking for an Operations Specialist to join its Operations Team, at our corporate headquarters in San Diego.

The Operations Specialist will report to the Director of Operations and will be joining a dynamic work environment to drive initiatives in support of the Sales & Operations teams. The ideal candidate should be a self-starter, highly organized, strong critical thinking skills and attention to detail. The ability to shift between areas of focus easily and seamlessly is essential to the success of any candidate.

Responsibilities Overview

- Provide support to CNECT by processing member paperwork, term-sheets, and all other member related paperwork to ensure efficiency and consistency throughout all internal processes.
- Using various online tools, ensure CNECT members are accurately connected to negotiated GPO contract pricing.
- Complete member-driven analytics, such as price comparisons and contract audits in a timely manner, using a variety of industry resources.
- Maintain and update customer-management software and other databases to provide effective communication and interaction with customers, vendors and CNECT sales staff.
- Communicate directly with CNECT staff, supplier partners, and CNECT members when necessary to ensure operational value adds and expectations are delivered.

Skills

- Strong analytical skills and the ability to make sound decisions in a dynamic, sometimes ambiguous environment.
- Ability to prioritize multiple projects, meeting expected delivery dates.
- Detail orientated and highly organized.
- Ability to build collaborative relationships with colleagues and supplier partners.
- Strong critical thinking and problem-solving abilities.

Qualifications

- A Bachelor's Degree in Business or related field is required.
- 2 - 3 years' experience providing operations/sales support is required.
- Strong data analysis & critical thinking skills, and the ability to make sound decisions in a dynamic environment.
- Be flexible in managing multiple projects concurrently.
- Advanced working knowledge of Windows based software package and computer systems is required. Experience with Salesforce highly desirable.
- Strong oral and written communication skills.

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.
- Use of a computer and mouse, fine manipulation.

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.
- Upon hire and annually attend HCP's HIPAA training and sign HCP's Confidentiality & Non-Disclosure Agreement and HIPAA Privacy Acknowledgment.
- Upon hire and annually read and acknowledge understanding of HCP's HIPAA Security Policies and Procedures.
- Adhere to HCP's HIPAA Security Policies and Procedures and report all security incidents to HCP's Privacy & Security Officer.

About CNECT

CNECT, national Group Purchasing Organization (GPO) with 40 years of industry experience, allows their member access 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 8,000+ 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.

To apply, please email cover letter, resume, and salary expectations to jobs@hcpsocal.org or fax to (619) 542-4350.