



## Coordinator, Health Economics

### Career Opportunity

**Do you have advanced administrative skills, with experience supporting executives and high level committees?**

**Are you looking to join an organization that recognizes our employees are fundamental to our success?**

If yes, the Alberta Medical Association (AMA) is recruiting for a full-time **Coordinator** position for our Health Economics Branch. HE is responsible for AMA's compensation strategy and policy development on behalf of Alberta physicians.

#### *Why work for the AMA?*

At the AMA, we take pride in hiring client-oriented relationship builders who embrace teamwork, personal growth and development and truly want to help us succeed. We seek employees who understand and realize value in what they are doing and are personally committed to their roles within the AMA. As part of our "employee experience", we provide a competitive compensation package, comprehensive benefits, work-life balance and development opportunities.

#### *Position Overview*

In this senior administrative role you will support senior staff within Health Economics with day to day administration for the branch, including management of major files, supporting HR processes, and coordinating HE projects.

As the Coordinator, Health Economics, you will:

- Provide a broad range of senior administrative support to the Assistant Executive Director, Health Economics and other Directors within HE, including calendar management, meeting coordination, drafting correspondence and preparing presentations.
- Support high level committees with both internal and external stakeholders. This includes meeting logistics, attending meetings, taking minutes that summarize discussions, decisions and action items as well as managing action items arising from minutes to ensure they are being completed.
- Preliminary contract reviews for the Director Contract Negotiations and Director Negotiations.
- Research, prepare and compile background material, agendas and presentations for committee and executive meetings.
- Provide project coordination on major HE projects and initiatives by tracking and following up on activities, tasks and deadlines.
- Lead the administrative responsibilities of the Health Economics branch by providing guidance and direction to other administrative positions within the department.
- Utilize your knowledge of HE responsibilities and initiatives to respond to general inquires and monitor and triage incoming correspondence for senior Health Economics staff.

## Qualifications

- An undergraduate degree with a major in business, health care administration or related field.
- A minimum four years of senior administrative experience including:
  - Calendar management for senior positions
  - Committee support, taking minutes and tracking action items
  - Drafting/preparing business documents
  - Project coordination
  - Strong working knowledge of Microsoft Office
- Ability to build solid working relationships is essential as this position will be dealing with a number of internal and external stakeholders.
- Ability to anticipate, assess and adapt to changing priorities and strategies.
- Demonstrates excellent verbal and written business communication skills.
- Has considerable initiative, discretion and sound good judgment to be able to manage tasks, ensuring deliverables are completed on time.

Please note that equivalencies of education and experience may be considered on the basis of 1 year of experience for 1 year of education. Example: 2 year diploma with 6 years of experience.

## *Who are we?*

The AMA advances patient-centered, quality care by advocating for and supporting physician leadership and wellness. Alberta's physicians and the AMA are committed to Patients First®. For more information on the AMA please visit our website at [www.albertadoctors.org](http://www.albertadoctors.org).

## *How to apply:*

Please submit a cover letter with full job title and resume, in confidence, before the end of the day on **May 20** to:

Human Resources

Alberta Medical Association

**E-mail:** [resumes@albertadoctors.org](mailto:resumes@albertadoctors.org)

This position will remain open until May 20 or until a suitable candidate can be found. We thank all applicants, however only those selected for an interview will be contacted. Your resume may be used for other vacancies.