

Type of Opportunity: Other

City: Philadelphia

State: PA

Position Description: Director of Operations

Overview: The Greater Philadelphia Business Coalition on Health (www.gpbch.org) is a membership organization helping employers to improve the value of their health benefits expenditures, by identifying and implementing best practices to maintain employee health and productivity and ensuring that when health care is needed it is accessible, affordable, high-quality and safe. The Director of Operations manages the organization's finances, information systems, member communications, and other administrative and project-related operations.

Job Responsibilities:

- Maintain financial operations, including invoicing of member dues, processing of bills, banking transactions, and coordination of services with consulting accountants and auditors
- Maintain organizational website, including updating of content as appropriate, management of member log-ins, and coordination with website consultant
- Coordinate meetings of member work groups and Board meetings, including meeting scheduling, logistics, and minute-taking
- Coordinate logistics for monthly and annual educational programming
- Coordinate office operations including information systems and telephone systems, using current consultants as needed
- Contribute content to monthly member newsletter and other member communications
- Manage select projects and contribute to success of Coalition initiatives

Requirements:

- Bachelor's degree required. Master's degree in a health-related discipline, or commensurate experience in a healthcare setting preferred
- Knowledge of Microsoft Office product suite, including Word, Excel, and Outlook
- Knowledge of basic accounting principles and experience with financial record-keeping in Quickbooks preferred
- Able to write clearly and effectively, with proper grammar and spelling
- Excellent customer service skills, including a positive disposition

This is a full-time position, offering competitive salary, health benefits, a 401k plan, and other benefits. To apply, send resume or c.v. to Neil Goldfarb, President and CEO, ngoldfarb@gpbch.org.

Telephone: N/A

Email: ngoldfarb@gpbch.org

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