access health CT

Connecticut's Official Health Insurance Marketplace

Job Description

Job Title: Administrative Assistant- Health Analytics
Reports: Executive Director
Department: Access Health Analytics
FLSA Status: Exempt

Summary: The Administrative Assistant will provide general administrative support, research assistance, and coordination of internal and external teams, with a strong focus on project management support, in the Health Analytics department. This role reports to the Executive Director of Access Health Analytics.

Essential Duties and Responsibilities:

General Administration

- Provide support for work related to All-Payer Claims Database (APCD)
- Act as the point of contact between external stakeholders and department
- Prepare schedules and coordinate meetings
- Maintain document inventory system
- Support all administrative tasks of the department

Project Support

- Provide support to existing projects
- Coordinate APCD vendor's project manager(s) on behalf of Access Health CT Analytics
- Maintain log of project completions and payments
- Maintain proof of task completions by vendor

Presentation & Reporting Assistance

- Assist Executive Director in the creation of agenda, collaterals, memo and presentations to various advisory groups related to APCD
- Prepare meeting minutes for various formal advisory group or subcommittee meetings
- Maintain inventory of documents from past meetings
- Other duties as required

Qualifications: the requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS in Business Admin, Public Health, Economics or other related field or equivalent experience
- **2+ years of experience in a Project Management environment and/or in support of a Project Manager**
- Competent in Microsoft Office software system

- **Experience working with data strongly preferred.**
- Excellent verbal/written communication skills (including grammar, punctuation, and spelling)
- Excellent interpersonal skills, with the ability to interface between varied internal and external clients.
- Resourceful with the ability to take the initiative
- Demonstrated excellent organizational skills
- Strong ability to evaluate complex problems and draw conclusions.
- Demonstrated strength in developing, documenting, maintaining, and explaining procedures/processes and/or solving problems

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may occasionally have to operate business machines. Specific vision abilities required in this job include close vision and the ability to adjust focus.

Work Environment: the noise level in the work environment is usually low. Requires fast-paced deadlines and has a high stress at times. Minimal travel.

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