



Example of Coordinator Contracts Job Description

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Our company is searching for experienced candidates for the position of coordinator contracts. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for coordinator contracts

- Handles credentialing new health plans and renews existing health plans
- Monitors and ensures the consistent and proper functioning of the company's phone system, equipment/machines, and building systems
- Performs a variety of activities in support of the Contracts Department
- Implement control points and keep a track of various costs arising during TA
- Handle invoices and create SES as required
- Verify cost claims by contractor
- Vendor negotiations leading to contract or purchase order award
- Coordinate with other interfaces for relevant activities
- Prepare cost reports for management
- Constantly monitor the working environment and behaviours and act to manage risks and compliance with safe work standards, practice and procedures

Qualifications for coordinator contracts

- Strong customer and market orientation, broad knowledge of HMO products and healthcare operations required
- Exhibits an ability to focus on details and proactively recognize potential benefit administration and product documentation issues before they occur required
- Demonstrated strong organizational, operational, problem solving,

- Demonstrated ability to work independently with limited supervision the ability to work in a team environment required
- Able to complete multiple projects in a timely manner
- Detail oriented, well organized, analytical, quick learner