Our growing company is searching for experienced candidates for the position of network assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for network assistant

- In-depth understanding of configuration and troubleshooting of IP/TCP/UDP and its routing protocols (EIGRP, BGP)
- Handle general office and administrative tasks, assist other members of the department and provide backup for co-workers
- Development research as needed
- Maintenance of the contract documents, including professional and dental agreements, letters of agreement, amendments, ancillary, facility and hospital services agreements
- Ensuring that any changes to the contract templates are approved by the Legal Department
- Facilitating the negotiation of contract rate and terms upon requests within applicable financial and operational goals
- Collaborating with the Funds' outside fiduciary to implement rates for inpatient and outpatient hospitals services
- Responding to provider issues and concerns to ensure high volume hospitals, vendors, and networks are managed effectively
- Managing staff in accordance with established department procedures, Human Resources guidelines and provisions of the Collective Bargaining Agreement
- Day to day workload management and client escalation management

## Qualifications for network assistant

- Basic accounting/budgeting knowledge preferred
- Candidate should be a detail-oriented self-starter with strong organizational, administrative, problem-solving and communications skills
- A college degree and extensive experience with Word, PowerPoint and Excel are required
- Knowledge and perspective on SEC-related history and current developments, athletes, coaches and league operations
- Advanced experience and management of content creation