

The **ABC Company** is seeking a highly qualified individual to serve as the **ABC position**. This individual will oversee much of the policy development for ABC Program, the company's largest health insurer, administering services to over 2 million people. The successful candidate will work as a critical member of a high level team to ensure accessible coverage and high quality care.

RESPONSIBILITIES

Reporting to the Director, the successful candidate will work closely with other senior managers and staff to.

- Perform contract administration and negotiation
- Serve as company liaison for policy development
- Process, control and maintain contract files
- Administer and support implementation of contract and supplier communications;
- Resolve and expedite policy and contract issues quickly,
- Negotiate bids and conduct cost and price analysis,
- Prepare written communications comprehensive to justify recommended contract actions.

QUALIFICATIONS/REQUIREMENTS

- BS in Business Administration, Finance, Economics, Accounting, Marketing or related field
- Must be a U.S. citizen. Applicants selected will be subject to a Federal background investigation
- Current knowledge of policy analysis, research and development in the healthcare field
- Exceptional leadership and Communication Skills
- Strong customer service and data analysis skills
- Ability to work in a team oriented environment

PREFERRED QUALIFICATIONS

- Master's Degree in a health care profession, Public Health, Business or Public Administration
- Experience in Medicaid policy, reimbursement, and coverage is highly desirable.

LOCATIONS

ABC Company has locations in Schenectady, NY, Dallas, TX and Boston, MA. Position is located in our Schenectady Office .

SALARY

Negotiable, commensurate with experience. Position begins immediately.

HOW TO APPLY

Submit resume and cover letter by mail or e-mail to: Resumes will be accepted until the position is filled.

John Doe, Director of Human Resources
ABC Company
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