



## **Clinical Operations Administrator Edmonton Base**

The Alberta Shock Trauma Air Rescue Society (STARS) is dedicated to providing safe, rapid, airborne intensive care for the critically ill and injured. Operating out of Calgary, Edmonton and Grande Prairie bases, STARS serves a geographical area encompassing approximately 94% of Alberta's population.

### **What's the opportunity?**

The Clinical Operations Administrator acts as a link between executive, management, staff, outside agencies and the public. They provide support to more than one member of the Clinical Management team.

This role deals with confidential critical data requiring discretion, integrity and accuracy. Preparing documents and presentation material, screening and respond to incoming correspondence, responding to inquiries, coordinating meetings, schedules and events; recording and distributing minutes, and arranging travel as needed.

### **Key administration responsibilities:**

- prepare, edit and proof internal and external correspondence
- capital and disposable purchases
- Tracking and maintenance of training and operational records
- payroll
- confidential patient care records as per privacy regulations
- policy and procedures

### **Qualifications**

- minimum of 3-5 years senior administrative experience
- advanced Microsoft Office experience; Mac skills an asset
- Calendar/Meeting Management experience
- budget process and payroll administration knowledge is an asset
- able to work independently and collaboratively, flexible, organized and detail oriented

### **Want to apply?**

To explore this opportunity further please submit your resume to [recruitment@stars.ca](mailto:recruitment@stars.ca) no later than **Friday September 10 at 5:00 pm**