

***** JOB OPENING NOTICE *****

Open: January 15, 2017

Quality Works® Executive Assistant/Support Coordinator – Part-Time

MHA Management Services Corporation (MSC), a subsidiary of the Missouri Hospital Association (MHA), is seeking a motivated, detail-oriented team player to assist with the technical support of hospital quality reporting and Quality Works® data submission to CMS, The Joint Commission, state hospital associations and other designated entities. Must be able to manage multiple priorities. Computer experience with a strong knowledge of word processing, graphics and spreadsheets is required. Must have the ability to work with a high degree of accuracy and attentiveness to detail. Experience in a hospital environment with a working knowledge of quality reporting and medical terminology is preferred. Must have excellent communication skills and be able to handle software program inquiries. Should have at least four years of related experience. MSC is an equal opportunity employer with a smoke-free work environment. MSC participates in the E-Verify Program. Submit resume and salary requirements to Human Resources, P.O. Box 6766, Jefferson City, MO 65102-6766 or fax to 573/893-7665.