

## rethink IMPACT

What if health care could be different? And what if you could help make it different every day? At Regence, we're striving to transform health care from the inside out. It's a mission we passionately uphold, and one that guides every decision we make. And we seek the visionary, driven individuals bold enough to chart the future with us.

Project Administrator I  
Seattle, WA

Bring your project management skills to the following role:

- \* Design, manage and implement the development of corporate projects
- \* Interact with all levels of management, internal and external customers such as clients, providers, government officials and outside consultants
- \* Support and facilitate divisional and cross-divisional committees
- \* Perform project management, team leadership, system analysis and research and design for purposes of project completion

Combine your degree and experience with the following skills:

- \* A Bachelor's degree in statistics, finance, public health, or economics strongly preferred or equivalent experience
- \* Experience in data analytics using statistical software such as SAS or SPSS
- \* Minimum of 3 years experience in health care administration, project management or equivalent related experience
- \* Experience in report preparation, project documentation or policy and procedure writing including the ability to organize, analyze and review statistical data and write concise relevant communications
- \* Ability to coordinate activities with all levels of staff and external agencies through clear and concise verbal and written communication skills
- \* Demonstrated analytical ability to identify problems, develop solutions and implement a chosen course of action
- \* Ability to organize, plan, prioritize and develop multiple projects within time constraints
- \* Capability to negotiate and resolve complex and sensitive project and team issues with diplomacy and persuasiveness
- \* Strong leadership skills with the ability to direct activities of others both individually and within a project team setting
- \* Ability to work under pressure, availability to travel and work extended shifts as necessary
- \* Computer proficiency with MS Office products (emphasis on Excel and Access), Lotus Notes, Visio, MS Project and other corporate software as required

Hard work and dedication is rewarded at Regence:

We offer a competitive salary and a generous benefits package.

For consideration, please visit our Web site at [www.regence.com/careers](http://www.regence.com/careers) and Apply Online to Job #16275.

We are an equal opportunity employer dedicated to workforce diversity and a drug and smoke-free workplace. Drug Screening and Background Check is required.

[www.regence.com/careers](http://www.regence.com/careers)

Together we can take charge.