SENIOR ADMINISTRATIVE COORDINATOR

American Health Information Management Association (AHIMA) has a wonderful opportunity for a Senior Administrative Coordinator position.

Position Purpose

The purpose of this position is to support the Chief Financial Officer and Chief Innovation and Global Services Officer of AHIMA. The coordinator will manage the day-to-day business priorities set by them and to follow through on the implementation of priorities. This role is responsible for fulfilling requests from the executives including arranging meeting schedules, assisting with budget process, facilitating communication within the business units, coordinating projects, etc.

The position is responsible for the following:

- Providing forward movement on the day-to-day progress on objectives; providing communications internally and externally on behalf of the executives. Includes scheduling meetings, managing executive calendars, coordinating/processing reimbursements and review of direct report expense reimbursements.
- Assisting in advancing organizational goals by coordinating the planning and logistics of the following meetings: Company updates, Leadership Development Institutes, Division and VP.
- Building and maintaining strong relationships, to effect the cooperation between constituencies; engendering trust and being transparent while keeping confidentialities. Working as a document storage and WebEx administrator, managing credit card reward points for corporate cards. Coordinating administrative aspects of executive projects.
- Continuing to identify and adjust processes, actions and follow-up to the changes that arise; making the connection between changes and communicating to the necessary areas that may be affected.
- Other duties as assigned (budgeting, monitoring expenses, processing invoices, departmental training for staff, reviewing presentations, preparing documentation, etc.)

Position Requirements

- Minimum of a Bachelor’s Degree or equivalent experience
- 5 years related experience in roles working with Senior Management, preferably in an association membership environment
- Strong in developing trust and portraying the highest level of professionalism and outstanding customer service both externally and internally; exhibits and encourages respect and cooperation among constituencies
- Ability to identify alternative solutions to complex issues and to implement processes and procedures to complete initiatives
- Make decisions keeping AHIMA processes in the forefront, promote organizational consistency
- Deliver tasks and projects on time
• Possess above average skills in MS Office products, and proficiency in Webcasts, SharePoint, Customer database (such as Personify or Aptify); also exhibit exceptional verbal and written communication skills
• Ability to conduct research, analyze and assemble and prepare and edit data, correspondence, communications, presentations, minutes, agendas, and other documents, design forms, compile and interpret surveys, manage files and records, and transcribe information
• Ability to manage travel and meeting calendar, coordinate travel arrangements, and prepare expense reports

Contact
If interested in becoming part of the AHIMA team, please e-mail your resume with salary requirements to: hr@ahima.org

About AHIMA
AHIMA is the premier association of health information management (HIM) professionals. AHIMA represents more than 101,000 health information professionals. AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning. AHIMA is recognized as the premier source of “HIM knowledge,” the respected authority for rigorous professional certification, and one of the industry’s most active and influential advocates in Congress.