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**BUSINESS MANAGER**  
Full time Position, starting April 2010

The Edmonton West Primary Care Network (PCN), a joint venture between community family physicians and Alberta Health Services, seeks an organized, innovative, and energetic Business Manager to provide a full complement of management services for the PCN (program planning, communications, financial control, administration, reporting, etc). Directly reporting to the Edmonton West NPC Board of Directors, you will be expected to manage more than 30 clinical and administrative staff and to deliver the programs and services outlined in the approved business plan.

You will be expected to maintain and lead a high performance team, solidly establish the PCN as a preferred health care service provider, and engage all stakeholders in a positive change management process leading to improved health care outcomes.

Requirements include:

- Baccalaureate degree in Health Administration, Business Administration, or Health related field; Masters level preferred (equivalencies considered)
- Five or more years experience within health care in supervisory and management positions of increasing responsibility
- Knowledge of business systems and processes (analysis, planning, organizational controls, change management, reporting, etc.)
- Experience in working with, and leading, multidisciplinary teams
- Strong oral and written communication skills
- Competence with Microsoft Word, Excel, PowerPoint, email, and web research

Preferred candidates will also possess:

- Knowledge of primary care delivery in the Alberta context
- Business development and/or project management experience, demonstrating the ability to transition proposals and plans into operations
- Proven ability in facilitation, consensus building, conflict resolution, and interest based negotiation
- Intermediate computer skills (websites, databases, small office networking, etc.)

Your resume and a cover letter addressing the above requirements should be directed to [sharon.nelson@edmontonwestpcn.com](mailto:sharon.nelson@edmontonwestpcn.com) by March 19, 2010.

For more information on our PCN, please visit our website at:  
<http://www.edmontonwestpcn.com>