Alberta School Employee Benefit Plan

EDB Administrative Coordinator, Coordinated Claims Management
Full Time Permanent Competition #10-05

Position Summary
Are you a skilled professional who thrives on effective administration and coordination of activities that makes it easy for a team to focus on serving the client? If you have experience in health administration and are looking to join a team that helps individuals who are ill or injured regain their health, then we are interested in talking with you!

Your Key Responsibilities
- Coordinate the administrative aspect of early intervention.
- Coordinate the distribution and collection of application packages and medical information for covered members applying for EDB benefits and other related documents.
- Liaise with EDB payroll personnel to ensure payments for our covered members.
- Track trends and coordinate EDB reporting required for the team, leadership and the ASEBP Trustees.
- General administrative support for the CCM team.

Your Education & Experience
- Minimum of 2 years experience in the health field and/or in the disability management field.
- Diploma in office administration, HR administration or equivalent.
- Senior administrative experience.
- Exceptional organizational and time management skills.
- Ability to work as part of a team, strengthening the sense of teamwork.
- Significant experience in generating reports and tracking trends/information.
- Able to quickly learn new software systems; experience with MS Word, Excel and Powerpoint.

A combination of education and experience may be considered.

If you have the required qualifications and would like to become a member of our team, please submit your resume, quoting competition number #10-05, to:

Human Resource Services
Alberta School Employee Benefit Plan
Suite 700 Weber Centre
5555 Calgary Trail, Edmonton AB T6H 5P9
Email: hr@asebp.ab.ca
Fax: 780-432-2577

No phone calls please. We thank all interested individuals, but only those candidates being considered for an interview will be contacted. This competition will remain open until a suitable candidate is found. ASEBP is an equal opportunity employer.

About Alberta School Employee Benefit Plan

The Alberta School Employee Benefit Plan (ASEBP) is a health and welfare trust governed by 10 Trustees, five of whom are appointed by the Alberta School Boards Association and five of whom are appointed by the Alberta Teachers' Association. ASEBP promotes programs that sustain healthy lifestyles and workplaces for nearly 55,000 covered members in almost 60 school jurisdictions across Alberta. Innovative initiatives such as the Healthy Living Program are coordinated to positively influence the healthy decisions covered members make. These programs compliment the comprehensive benefit coverage ASEBP offers to covered members.

Working for ASEBP is about more than supplying great benefits. ASEBP offers:

- a team-focused culture that supports people and performance
- competitive compensation that goes far beyond a paycheque
- an exciting chance to make an impact in the lives of Alberta's school employees
- advancement opportunities in a stable, growing organization