

## JOBS: NEEDS and LEADS

### POSITIONS AVAILABLE:

#### Administrative Assistant/Front Desk

##### **MANAGED CARE ADVISORS, INC.**

Leading edge health care case management and consulting firm has an immediate opening for a motivated, organized, computer savvy administrative assistant. We are a small business with a casual, friendly atmosphere located in North Bethesda. Responsibilities include answering and screening calls, ordering supplies, organizing and maintaining files, scheduling travel, coordinating meetings, and providing support to a team of health care consultants. Requirements include a minimum of two years' office experience, strong verbal and written communication skills, and competency in Microsoft Office. Bachelor's degree preferred. Salary commensurate with experience. Please send a cover letter and resume, using the email subject line "Administrative Assistant." to [aa@managedcareadvisors.com](mailto:aa@managedcareadvisors.com)

#### Health Care Analyst

##### **MANAGED CARE ADVISORS, INC.**

Leading edge health care case management and consulting firm has an immediate opening for a motivated, detail oriented, computer savvy analyst. We are a small business with a casual, friendly atmosphere located in North Bethesda. The successful candidate will have relational database experience and be prepared to assume the roles of database designer, programmer, and administrator for analytical and operational databases. This position is responsible for generating and presenting quantitative and qualitative reports, both verbally and in writing, and for maintaining a client-oriented scheduling system. Position includes research, client feedback tracking and project monitoring. Requirements include a minimum of two years' experience in the health care industry and strong computer skills. Proficiency in MS Office and experience developing Access databases a must. Experience with SharePoint a plus. Bachelor's degree required. MBA/MHA preferred. Salary commensurate with experience. Please send a cover letter and resume, using the email subject line "Health Care Analyst." to [careers@managedcareadvisors.com](mailto:careers@managedcareadvisors.com).

### LOOKING FOR A JOB:

Summary of Qualifications for Richel Lupkin Erenrich

*I have over 20 years experience in technical writing, consulting and training for private, nonprofit, and government clients. I am skilled at writing standard operating procedures training manuals to help consumers understand and use their software systems. I design, write, edit and proofread a range of print and electronic media.*

[rbilupkin@aol.com](mailto:rbilupkin@aol.com)

Home - 301-610-7448

Cell - 703-203-1493

### **NEED A JOB?**

Join the Job Club of Montgomery County for the Most Current Job Listings through Your E-mail

Joe Heiney-Gonzalez, Special Assistant to the Director

Phone: 240-777-5070 Email: [joe.heiney-gonzalez@montgomerycountymd.gov](mailto:joe.heiney-gonzalez@montgomerycountymd.gov)

Montgomery County Office of Human Resources 101 Monroe Street, 7th Floor ~ ~ Rockville, MD 20850

<http://www.montgomerycountymd.gov/careers>

### **NEW! JOB SEARCH BOOT CAMP**

A jam packed, action oriented, 2-day training program for those serious about finding a job now. Learn how to search for jobs in today's marketplace, write a powerful resume, network effectively and interview with confidence.

- Unearth the hidden job market - Coordinate your job search like an organizing pro - Write a resume that will get you in the door - Create effective personal branding - Use networking to form key business relationships - Ace difficult job interview questions

**Dates:** March 18-19;

**Time:** 9:00 a.m.-4:00 p.m.

**Fee:** \$197, including materials. *(Fee assistance available based on need)*

**Location:** 200 Wood Hill Road, Rockville

**Facilitator:** Judy Smith, MS, Career Coach

**Registration:** Call  301-610-8380 or  email: [careerinfo@jssa.org](mailto:careerinfo@jssa.org)