

# PROJECT COORDINATOR

**The successful candidate will have:**

**A Bachelor's Degree in Business, Communications, Administration or related discipline**

**Preferred experience includes:**

- Experience in a business organization
- Experience working in health care
- Research experience

## **CLOSING DEADLINE**

**Thursday, Feb. 15th 2018**

## **RESUME TO**

**[member.services@sosdivision.ca](mailto:member.services@sosdivision.ca)**

The South Okanagan Similkameen Division of Family Practice, an organization that supports local family physicians, is looking for a Project Coordinator to assist in the development, delivery and documentation of local health care improvement projects.

The position is ideal for an individual who has:

- strong writing skills
- excellent communication, interpersonal and organizational skills
- the ability to perform multiple tasks, balance priorities and meet deadlines
- the ability to work in a collaborative, team-based, fast-paced and complex environment

The role requires strong writing skills, minute-taking skills, research skills, the ability to lead directed tasks, as well as the ability to conduct administrative duties such as planning, scheduling and presentation preparation.

*We thank you for your application,  
but only candidates selected for interviews  
will be contacted*

## **Career Opportunity**

**South Okanagan Similkameen Division of Family Practice**