Applicants selected for interviews will be contacted

Data Administrator

Posting #:	**GO-00588263**
Position #:	075784
Posted Date:	February 19, 2020 17:00 CST
Closing Date:	March 04, 2020 23:59 CST
Type:	Temporary Full Time
City/Town:	Regina
Facility:	3sHealth
Department:	Employee Benefits
Expected Start Date:	March 30, 2020
Expected Up To Date:	April 02, 2021
FTE:	1.0
Shift Information:	
Hours of Work:	37.50 hours per 1 week rotation
Salary or Pay Band:	Salary and benefits as per terms and conditions of employment
Number of Positions:	1

3sHealth delivers innovative change and provides province-wide shared services to support Saskatchewan's health system. Working together with our health system partners, we find innovative solutions to complex problems so that health care will be sustainable for future generations. We place patients and their families at the centre of all that we do, working with our partners to improve quality and ensure patient safety. 3sHealth provides payroll and scheduling, employee benefits, dictation and transcription, linen, provincial contracting, and transformational services to the Saskatchewan health system.

Job Summary:

3sHealth is seeking a Data Administrator who is keen to join our team. 3sHealth is a progressive, forward thinking company and was named one of Saskatchewan's Top Employers in 2017, 2018, 2019 and 2020. If you are looking for a position with an exceptional company that values its employees, we want to hear from you! Our collaborative work environment and commitment to continuous improvement sets us apart from the rest.

You will work closely with the Employee Benefits team, who is responsible for the administration of the benefit plans, relating to enrolment and eligibility, and support to over 100 employers and 40,000 active plan members. You have the important task of managing the data collection processes, as well as the systems and applications used by the benefits team to provide complete and accurate information to support decision making required for the management and operation of the plans.

You will work with various relational database platforms (such as Oracle, SQL Server, MS-Access, etc.) to extract, analyze, and reconcile data; and will create data interfaces between previously isolated benefits systems, through the design, development, and implementation of new processes and applications.

What we're looking for:
- A passionate learner that questions the status quo, striving to improve processes and experiences for stakeholders and our team.
- Diploma in computer science, at a college or technical school with 4 years' of progressively responsible data administration experience.
- A strong communicator (verbal and written) with the ability to explain complex technical solutions to non-technical stakeholders and staff.
- Ability to manage time and set personal goals and priorities to achieve department results.
- Ability to understand customer needs and identify improvement opportunities.
- Ability to work efficiently and effectively as part of a cross functional team.

Experience:

Experience developing and reporting from complex databases and experience in relational database concepts.
Experience using various flavours of Structured Query Language (SQL), as well as structured programming languages such as C#, and experience using SQL Server Integration Services (SSIS).

Qualifications:

Other Information

- Knowledge of lean processes would be considered an asset

Additional Text:

To be considered for this position, all applicants must submit a cover letter and resume.

Prior to commencing employment with 3sHealth, the successful candidate will be required to complete a criminal record check.