

PHARMAC

Pharmaceutical Management Agency

Panel Co-ordinator

PHARMAC is a Crown Entity, recognised for its dynamic management of prescription medicine subsidies and for the promotion of the responsible use of pharmaceuticals. Our objective is to secure for eligible people in need of pharmaceuticals, the best health outcomes that are reasonably achievable from pharmaceutical treatment within the amount of funding provided to us by government.

PHARMAC funds a number of medications for which access to subsidy is via application to a panel of clinicians. We are looking for a person to administer the panels and run the process from receipt of applications to timely and appropriate distribution to patients.

PHARMAC is looking for a full time Wellington based panel co-ordinator, with a strong customer service focus managing calls from doctors and patients as well as the process and administration of applications.

For this role you should ideally:

- Have a relevant tertiary qualification or work history;
- Have an understanding of and familiarity with wider health sector issues;
- Have excellent verbal and written communication skills;
- Be able to work independently and as part of a highly motivated team;
- Have strong organisation skills, the ability to self-motivate, prioritise work and multi-task and work to a deadline;
- Be attentive to detail;
- Have some computer skills.

If you would be interested in being part of a world-class team working on behalf of New Zealand's health system and tax-payers, please send your résumé and a covering letter by Thursday 24 March 2005 to Stuart Bruce, Manager Corporate at stuart.bruce@pharmac.govt.nz phone 04 460 4990, fax 04 460 4995.

PHARMAC is committed to Equal Employment Opportunities