



Optimed Software Corporation, a QHR Technologies Company, is looking for a:

Sales Administrator - Kelowna

Optimed Software Corporation is a wholly owned subsidiary of QHR Technologies and is based in Kelowna, BC. Optimed's product, Accuro® EMR, is an electronic medical records (EMR) software application for physicians and their clinics. The primary business of Optimed Software Corporation focuses on the development, marketing, distribution and delivery initiatives for Accuro to clinics across Canada. Accuro is the highest customer rated National EMR software package in Canada.

For further information on Optimed Software Corporation, please visit our website at:

www.optimedsoftware.com

Position Summary:

The Sales Administrator's primary responsibilities are to administer client accounts, including set-up and ongoing maintenance using the Salesforce Customer Relationship Management (CRM) software tool; providing assistance where possible. The Sales Administrator is also responsible for maintaining efficient and accurate accounting information for new and existing Optimed accounts. Additionally, the Sales Administrator assists in updating online help information and technical writing documentation as required.

Essential Functions:

- Responsible to administer/maintain accurate ongoing client account information within Salesforce
- Process and authenticate timecards to contracts for invoicing
- Assist with client lifecycle from sales to support and coordinate related client activities (surveys, broadcasts, data entry)
- Contacting clients for account user adjustments
- Working closely with the Finance Department
- Auditing CRM to contracts
- Responsible for managing cases regarding client requests for changes in CRM in a timely manner
- Support Sales in client related policies and contracts
- Additional tasks, responsibilities and special projects as assigned

Qualifications: Optimed Software Corporation, a QHR Technologies Company, is looking for a:

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Qualifications:

- 2-3 years' experience in an Administrative Role
- Good interpersonal and communication skills

- Excellent writing and grammatical skills
- Superior attention to detail and organizational skills
- Results-oriented attitude with the ability to prioritize and meet deadlines
- Ability to multi-task
- Accounting Knowledge an asset
- Experience in Salesforce Customer Relationship Management Software an asset but not required
- Reconciliation Experience
- Strong MS Office skills

Total Rewards:

We offer a competitive compensation package with attractive benefits.

Please submit your cover letter and resume to: bcallaghan@QHRTechnologies.com

Thanks to all those that apply. Only those chosen for an interview will be contacted.

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QHR Technologies Inc. has a vision of being a Top 100 Technology Company and a Top 100 Employer. Our results and culture all point to personal growth, opportunities and success. Optimed Software Corporation is a wholly owned subsidiary of QHR Technologies Inc., a publicly listed company (TSX-V:QHR). QHR Technologies was recently recognized by the 2010 Branham 300 list in the 'Top 5 Pure Play Healthcare Companies' list, the 'Top 10 Growth Companies' and the 'Top 20 Movers and Shakers' list as well as listed on the 'TSX Venture Exchange Top 50' list. As well, QHR Technologies was recently named as a finalist in B.C.'s 'Technology Impact Awards (TIA's) in the category of 'Emerging Company of the Year' for its outstanding performance as a technology enterprise. The TIA's recognize British Columbia's most innovative and dynamic technology companies. QHR Technologies Inc. has focused on the business development of promising Canadian technologies to meet the needs of emerging or under-developed markets. This strategy has generated profitable revenues, while earnings have allowed QHR to prosper and grow on behalf of shareholders. Capitalizing on its management expertise, QHR continues to source new markets and technologies through mergers or acquisition. For further information on QHR Technologies, please visit our website at: www.QHRTechnologies.com. Thanks to all those that apply. Only those chosen for an interview will be contacted