

Account Management Administrative Assistant

Have you recently graduated from college or are you starting out in a data processing, employee benefit, account management field? Are you continuing your career in benefits administration and account servicing? Do you like working with data and helping employers manage benefits for their employees? Then, you'll really enjoy working with us! We'll take your training & development seriously and provide one-on-one coaching and support to bring you to the next level in your account management career and professional development.

Benefit Allocation Systems is looking for an **Account Management Administrative Assistant**. The **Account Management Administrative Assistant** is responsible for providing support to the Account Management Team in a well-organized and timely manner for successful delivery of various tasks.

BAS will support you with **great working conditions** like our free breakfast and fruit program, short break exercise bikes in our office and our ongoing lunchtime light-yoga & stretching programs.

We'll support you with a **brand-new laptop, electric height adjustable desk, state of the art phone system and other tools of the trade**.

We'll support you with **leading technologies** for your laptop, phone system and other mission-critical equipment to ensure uptime and eliminate frustration commonly associated with employers not providing the best-of-the-best employee support. And of course, we'll support you with our 401(k) with fully-vested matching contribution, generous PTO policy and awesome coworkers.

This position is located in King of Prussia, PA

About BAS

BAS develops and supports one of the nation's leading Software as a Service employee benefit administrative solutions for employers called MyEnroll.com.

MyEnroll provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. MyEnroll allows employees to self-service all of the aspects of learning about and managing their employer provided insurance benefits.

Main Duties and Responsibilities of Account Management Administrative Assistant:

- Daily Reconciliation of Data
- Data entry processing
- Reconciliation of benefits accounts and data fallout
- Collect and research data while demonstrating attention to detail
- Identify and resolve problems in a timely manner
- Execute client mailings
- Create and maintain client process documentation
- Support inquiries on claims and benefit data
- Manage client email responses
- Participate in client meetings
- Test and quality check applications
- Navigate MyEnroll system for data input
- Complete special projects as assigned
- Respond to emails in timely manner
- Coordinate transfer of data to external vendors, plan providers, auditors, and consultants

Characteristics

- Patient & Friendly

- Attention to Detail
- Organized
- Flexible
- Calm Under Pressure
- Multi-Tasker
- Quick Learner
- Good Listener
- Positive Demeanor
- Follows Directions

Skills

- Excellent computer skills
- Excellent writing skills
- Intermediate business telephone skills
- Knowledge of Word®
- Excellent Excel® skills
- Efficient time management
- Highly organized
- Exceptional attention to detail
- Operate multiple computer applications & windows
- Balance quality with performance

Requirements

- College degree preferred
- Some benefits experience preferred but not required
- Sit/Stand in front of a computer for extended periods of time
- Maintain confidentiality and privacy as required by regulations and company policy
- Punctual & professional behavior

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.