

Client Services Administrative Assistant

Benefit Allocation Systems, LLC

Location: King of Prussia, PA

Employee Type: Full-Time

Industry: Healthcare - Health Services, Insurance, Computer Software

Manages Others: No

Job Type: Client Services, Support

Education: Associates Degree in HR or Related Field

Experience: At least 1 year(s)

Relocation Covered: No

About Benefit Allocation Systems, LLC (BAS)

Benefit Allocation Systems, LLC (BAS) is an innovative mid-sized company that has shown consistent growth year after year. This is an exciting time for BAS. Because of the widespread demand for our unique, blended Software-as-a-Service applications and client support services, we are growing at a fast pace.

BAS is the developer of one of the leading online HR/Employee Benefit Plan enrollment and administration software solutions and provides best-in-class benefits administration and support services.

BAS achieves service excellence by investing in its people, encouraging camaraderie and an innovative office environment, while also engaging leading technologies. At BAS, you will enjoy an upbeat, entrepreneurial culture, with ample time for volunteer work, office events and foosball tournaments. BAS encourages internal career advancement, and we look to our employees to provide feedback and bring ideas to the table.

BAS provides a comprehensive benefits package, including medical, dental, vision, and prescription coverage. We offer a 401(k) plan with a matching contribution, along with flexible spending accounts and a generous PTO policy.

We look forward to you joining our team.

Organizational Summary

The Client Services Administrative Assistant is an entry level position that reports to the Manager Client Services and will provide assistance to the entire Client Services and Account Management departments.

Position Summary

The Client Services Administrative Assistant is responsible for providing administrative support in a well-organized and timely manner for successful delivery of services to various accounts.

Position Responsibilities

- ☐ Daily data reconciliation
- ☐ Data entry processing
- ☐ Benefits account reconciliation
- ☐ Collect and research data while demonstrating attention to detail
- ☐ Identify and resolve problems in a timely manner
- ☐ Complete special projects as assigned
- ☐ Respond to emails in timely manner
- ☐ Coordinate transfer of data to external vendors, plan providers, auditors, and consultants
- ☐ Answer callers' questions regarding using self-service, web-based benefits enrollment system
- ☐ Obtain caller information by answering telephone calls or responding to email; verify information, discuss and resolve issues

Essential Skills

- ☐ Ability to enter data accurately and quickly
- ☐ Ability to pay attention to detail
- ☐ Ability to adapt to policy changes quickly, as needed
- ☐ Experience in and knowledge of Microsoft Office applications
- ☐ Intermediate knowledge of MS Excel
- ☐ Ability to work independently
- ☐ Ability to follow direction
- ☐ Ability to cooperate, work and communicate with coworkers, supervisors, subordinates and external contacts
- ☐ Consistently use good judgment in all situations
- ☐ Ability to work at a fast pace as needed while maintaining quality results
- ☐ Ability to adjust as needs arise without compromising deadlines

Requirements

- ☐ High School Diploma required, and Associates Degree or higher preferred; Employee benefit account management experience a plus
- ☐ 1+ years of experience
- ☐ Intermediate MS Excel skill set; proficiency in MS Word and Outlook.
- ☐ Ability to work in front of a computer and sit for extended periods of time
- ☐ Ability to write clear, succinct and complete internal and external business communications
- ☐ Exceptional data processing and management skills
- ☐ Ability to enter data accurately and quickly

- ☐ Strong interpersonal skills preferred
- ☐ Highly organized and able to work well within time constraints
- ☐ Ability to multi-task
- ☐ The ability to maintain strict confidentiality when working with sensitive data
- ☐ Ability to quickly adapt to changing priorities without compromising deadlines
- ☐ Cooperate, work and communicate with coworkers and supervisors
- ☐ Work at a fast pace, as needed, while maintaining high quality results
- ☐ Ability to maintain confidentiality, treat others with respect, and upholding Company values are key attributes.

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer M/F/D/V.

BAS will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. For questions, please contact the BAS Affirmative Action Officer at 610-992-2520.