

## **Administrative Assistant, ACA Services**

Are you a motivated self-starter seeking an administrative position with a growing company? Do you have strong organizational and time management skills? Are you known for your dependability and attention to detail? If you answered "yes" to these questions, we want to hear from you! Please submit your resume today.

Benefit Allocation Systems, LLC ("BAS") is actively searching for an Administrative Assistant to join our Affordable Care Act (ACA) Services Team.

Why join our team at BAS? We offer a comprehensive benefits package, including fully-paid health insurance, flexible spending accounts, a 401(k) plan with a fully-vested matching contribution, generous PTO, time off for all federal holidays, and employer-provided life and disability coverage. Additionally, we provide state-of-the-art technologies for your laptop, phone, and other mission-critical equipment to ensure seamless operations and eliminate common frustrations associated with inadequate employer support. And of course, you'll have the opportunity to collaborate with an awesome team of coworkers.

This position requires some in-office work at our King of Prussia office, as needed. Our standard work hours are Monday to Friday, 8:30 am to 5:00 pm.

**About BAS:** BAS is a leading provider of Software as a Service employee benefit administrative solutions for employers. Our flagship product, MyEnroll360, offers clients a secure online system for enrolling and managing employee benefit plans. MyEnroll360 facilitates seamless communication between clients and BAS to ensure efficient administration of employer-provided insurance benefits.

**Main Duties and Responsibilities:** The Administrative Assistant is responsible for providing administrative support to the ACA Team and for coordinating & executing mailing projects. The Administrative Assistant, ACA Services must operate in a well-organized and timely manner for successful delivery of services.

Your key responsibilities will be to:

- Execute day-to-day transactional processing for Affordable Care Act book of business
- Create/maintain documentation
- Perform quality checks
- Reconcile data points, investigate questionable data, and recommend actions to resolve data discrepancies
- Review IRS reporting forms, with direction
- Organize, execute, and manage client mailings
- Track and order mailing supplies and inventory
- Coordinate with Programming Team to queue print jobs
- Setup print/mailing projects in third party systems as needed
- Oversee operation of printers and inserters for print jobs
- Transport mailings to post office
- Manage after-mailing documentation and quality check
- Available for in-office projects as needed (January and February busy months)

- Provide administrative support across other departments, as needed

**Characteristics:** To thrive in this role, you should possess the following characteristics:

- Patient with a friendly demeanor
- Attention to detail
- Strong organizational skills
- Flexibility to adapt to changing priorities
- Ability to remain calm under pressure
- Strong multitasking abilities
- Quick learner
- Active listener
- Positive attitude
- Independent worker

**Skills and Qualifications:** To qualify for this position, you should possess the following skills and qualifications:

- Experience in and knowledge of Microsoft Office applications
- Exceptional data processing skills, able to enter data accurately and quickly
- Communicate effectively (in writing and verbally) with internal departments and external vendors
- Some technical knowledge of third-party systems and printer operations

**Requirements:**

- College degree preferred
- Can lift and carry 20 lbs
- Ability to work in front of a computer and sit for extended periods of time
- Valid driver's license and insurance
- Secure and private remote work capabilities

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. Discrimination based on disability will not be tolerated. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.