

## **ACCOUNT MANAGEMENT ADMINISTRATIVE ASSISTANT – FULL-TIME**

Do you excel in delivering outstanding client service and resolving challenges with efficiency and professionalism? Are you skilled in processing data and have great attention to detail? Do the intricacies of benefits administration interest you? If you answered “yes” to these questions, we want to connect with you! Please submit your resume today.

Benefit Allocation Systems, LLC (“BAS”) is actively searching for an **Account Management Administrative Assistant** to support our Account Management Team. Join our dynamic team at BAS and take your career in benefits administration to the next level.

Why choose to work with BAS? We're not just offering a job; we're offering a rewarding career with a host of benefits designed to support your well-being and professional growth. As part of our team, you'll enjoy a comprehensive benefits package that includes fully-paid health insurance, flexible spending accounts, and a generous 401(k) plan with a fully-vested matching contribution. We value work-life balance and offer a generous amount of paid time off, including time off for all federal holidays. Additionally, we provide state-of-the-art technology tools to equip you for success, ensuring seamless operations and eliminating common frustrations associated with inadequate employer support.

But that's not all – when you join BAS, you'll become part of a collaborative and supportive work environment where your contributions are valued and recognized. You'll have the opportunity to work alongside a team of talented individuals who are dedicated to delivering excellence in client service and driving innovation in benefits administration.

If you're ready to take the next step in your career and join a company that values your skills and expertise, then we encourage you to submit your resume today. Come be a part of our team and make a meaningful impact in the world of benefits administration!

**This position is hybrid and 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:**

Your key responsibilities will be to:

- Perform daily data reconciliation tasks
- Answer emails and return phone messages

- Process data entry accurately and efficiently
- Organize, execute and manage client mailings
- Create and maintain client documentation
- Identify and resolve issues promptly and effectively
- Assist with inquiries related to claims and benefit data
- Manage client email communications proficiently
- Participate actively in client meetings as needed
- Conduct thorough testing and quality checks on applications
- Provide administrative support to the department as requested

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

- Patience and a friendly demeanor
- Ability to enter data accurately and quickly
- Attention to detail
- Flexibility to quickly adapt to changing priorities
- Ability to remain calm under pressure
- Strong multitasking abilities
- Quick learner
- Active listener
- Independent worker
- Follows directions

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

- Excellent customer service skills
- Strong analytical and problem-solving skills
- Excellent written and verbal communication
- Proficient knowledge of Microsoft Office applications (Word, Excel, Outlook, Teams)
- Efficient time management
- Strong organizational skills
- Ability to work efficiently while maintaining quality results

**Requirements:**

- Some benefits experience preferred
- Sit/stand in front of a computer for extended periods of time
- Private/secure remote work capability
- Maintain confidentiality and privacy as required by regulations and company policies
- 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. Discrimination based on disability will not be tolerated. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.