

Job Title: Client Account & Data Solutions Representative

Do you have exceptional data, communication, and client service skills and are looking for a position with a growing company? Are you excited about supporting client accounts and enhancing data solutions? Are you analytical, dependable, and detail-oriented with a sharp eye for accuracy? If your answer is “yes” to these questions, please send us your resume!

Benefit Allocation Systems (BAS) is looking for a **Client Account & Data Solutions Representative**. This role is part of the Implementation Team, focused on supporting direct billing services, assisting with the enrollment process, and working closely with the Account Management team to ensure client needs are met. This position will collaborate with internal departments to provide backend support for client accounts with direct billing services while also assisting in implementation tasks. While the Account Management team retains primary ownership of client relationships, this role is essential in providing dedicated assistance with data-driven solutions related to direct billing and enrollment. **The role may require direct client interactions to address specific needs and provide seamless service delivery, along with support around data and direct billing.**

When you join our team, BAS will provide you with excellent benefits 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. And of course, you'll get to interact with your awesome coworkers.

This position is hybrid and will require some in-office work (as needed) in our King of Prussia office. BAS's standard work hours are Monday – Friday, 8:30 am to 5:00 pm.

About BAS

BAS develops and supports one of the nation's leading Software as a Service employee benefit administrative solutions for employers called MyEnroll360. MyEnroll360 provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. Clients use MyEnroll360 to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

Key Responsibilities:

- **Direct Billing:** Serve as the main resource for direct billing services, managing the data and processes necessary to ensure accurate billing and seamless enrollment.
- **Enrollment Process:** Work with the Account Management team to execute enrollment-related tasks, ensuring that data is accurately managed and meets client requirements.
- **Client Implementation:** Onboard and implement new clients, working closely with Implementation and Account Management teams to ensure a smooth transition from initial setup to full service.

- **Data Management:** Handle client data related to direct billing and enrollment, including data collection, processing, and reporting. Ensure data accuracy, integrity, and compliance with standards.
- **Data Solutions:** Work proactively to understand client needs related to direct billing and enrollment data, providing tailored recommendations and solutions.
- **Collaboration:** Coordinate with internal teams, including Account Management, Accounting, and Programming, to support clients' service needs and address data-related challenges or integration requirements.
- **Client Training:** Provide training on MyEnroll360 and best practices to enhance client understanding and usage of their data.
- **Continuous Improvement:** Actively gather feedback to improve data processes, enrollment support, and client satisfaction.

Qualifications:

- Bachelor's degree in Business, Data Analytics, Information Systems, or related field preferred.
- 2+ years of experience in a client support, account management, or data management role, preferably in a service-oriented or technology-driven industry.
- Strong understanding of data management principles and data analysis tools.
- Excellent communication and collaboration skills, with a customer-focused approach.
- Ability to work both independently and as part of a team.
- Strong proficiency in data tools (e.g., Excel, SQL, or other data management systems).
- Ability to manage multiple priorities and clients in a fast-paced environment.
- Problem-solving skills with a proactive attitude toward client satisfaction.
- Detail-oriented and highly organized with strong time-management abilities.
- Sit/stand in front of a computer for extended periods of time.
- Private and secure remote work capability.
- Maintain utmost confidentiality and privacy as required by regulations and company policy.

Preferred Skills:

- Experience with Excel, data analytics systems, and data visualization tools.
- Knowledge of industry standards for data privacy and security compliance.
- Experience in implementing data-driven solutions for clients.
- Monday.com or Smartsheet experience preferred but not required.

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.