

## **DATA ANALYST – FULL-TIME**

Are you a data analyst looking for a position with a growing company? Are you new to the workforce with strong analytical skills? Do you enjoy working with spreadsheets and reconciling data? Are you analytical, dependable and detail oriented? If your answer is “yes” to these questions, please send us your resume!

Benefit Allocation Systems is looking for a **Data Analyst**. The **Data Analyst** is a member of the Implementation Team responsible for client data support, management and implementation.

If you join our team, BAS will support 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.

We'll support you with **leading technologies** for your laptop, phone and other mission-critical equipment to ensure uptime and eliminate the frustrations that are commonly associated with employers not providing the best-of-the-best employee support. And of course, we'll support you with awesome coworkers.

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

BAS requires employees to be fully vaccinated. Full vaccination is considered to occur two weeks after the J&J vaccine or the second dose of the Pfizer/Moderna vaccine. You must be able to meet these requirements to be considered a qualified candidate for the position. You will have to provide BAS a copy of your vaccine card or doctor record showing full vaccination on the first day of employment.

### **About BAS**

BAS develops and supports one of the nation's leading Software as a Service employee benefit administrative solutions for employers called MyEnroll<sup>360</sup>. MyEnroll<sup>360</sup> provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. Clients use MyEnroll<sup>360</sup> to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

### **Main Duties and Responsibilities:**

The Data Analyst provides data support and technical assistance for the implementation of new and existing accounts. The Data Analyst assists with analysis and manipulation of data throughout the client account lifecycle, managing issues to successful conclusions and working with the programming team to upload and audit data in MyEnroll360.

- Reconcile data between MyEnroll360 and external systems to resolve data discrepancies
- Partner with EDI team to establish import and export file builds
- Collect client data from multiple sources
- Develop and maintain professional relations with clients, brokers, and co-workers
- Scrub data for load into MyEnroll360
- Communicate with cross-functional departments
- Maintain updated procedures and checklist for implementation related tasks
- Support maintenance of project planning for key tasks
- Provide data spreadsheet reports and analysis
- Cross train with Benefits Analyst

### **Characteristics**

- Patient & friendly
- Attention to detail
- Highly organized

- Flexible
- Calm under pressure
- Multi-tasker
- Quick learner
- Good listener
- Positive demeanor
- Independent worker

### **Skills and Qualifications**

- Strong technical skills
- Strong Microsoft Office skills
- Advanced Excel skills
- Excellent time management, organizational and follow-through skills
- Proven ability to respond quickly
- Operate multiple computer applications & windows
- Ability to multi-task
- Ability to translate identify and manage to conclusion data discrepancies
- Ability to cooperate, work and communicate well with coworkers and supervisors
- Ability to work at a fast pace while maintaining high quality results
- Ability to maintain confidentiality, treat others with respect and uphold Company values

### **Requirements**

- Bachelor's degree in data related field or equivalent 2 years' experience and/or training
- Quantitative-based discipline educational background preferred
- Broad knowledge of data analysis with a focus on data management
- Able to enter data accurately and quickly
- Detail oriented
- Strong Microsoft Office skills
- Advanced Excel skills
- Sit/Stand in front of a computer for extended periods of time
- Private/secure remote work capability
- Maintain utmost 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.