

OFFICE ASSISTANT – PART TIME

Are you looking for a part-time administrative position? Are you organized with great attention to detail? Do you enjoy taking responsibility for office operations and providing administrative support? 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 a **Part-Time Office Assistant**. This is an in-person position at our King of Prussia office. Hours are Monday-Friday, 3-4 hours per day in the mornings. Car, driver's license, and proof of car insurance are required for this position for post office deliveries. Mileage will be reimbursed (approximately 2.5 miles round trip). You must be able to lift up to 25 pounds.

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. The best part of BAS is our amazing employees!

Main Duties and Responsibilities: The Office Assistant helps all departments and is responsible for opening, sorting and scanning mail; folding and posting letters; assisting with printing; performing quality control checks; organizing office items; organizing and restocking supplies; and other tasks as assigned.

Your key responsibilities will include:

- Opening, scanning and sorting mail
- Assisting with daily quality checks of data processing
- Folding and posting daily letters
- Assisting with printing machines
- Driving to post office with mail bins to drop off/pick up mail
- Organizing office items and supplies
- Keeping kitchen area stocked
- Other administrative tasks as assigned

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
- 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:

- Quality check data accurately

- Familiarity with Microsoft Office applications
- Work independently
- Efficient time management
- Excellent customer service skills
- Balance quality with performance

Requirements:

- High School Diploma/equivalent or higher
- Sit/stand in front of a computer for extended periods of time
- Ability to lift 25 lbs
- Maintain confidentiality and privacy as required by regulations and company policy
- Punctual & professional behavior
- Ability to drive to and from post office daily (2 miles from office)

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.