



Enrollment Specialist

About Us

Formed in 2010, Benegration leverages technology to assist clients in managing their employee benefits programs more efficiently through our exclusive 'One Stop Shop' portal. We utilize our proprietary data warehouse to aggregate and integrate all sources of data to perform financial and clinical analytics, including claims and vendor audits, which enables our clients to design and administer the most cost-effective programs. Benegration also administers the Municipal Benefits Services (MBS) Trust that provides health and welfare employee benefit programs and related administrative services for more than 300 municipalities representing nearly 8,000 employees.

Benegration has an immediate opening for an **Enrollment Specialist**. This is a remote work-from-home position.

Job Responsibilities

This position will be responsible for:

- Ensuring all eligibility and enrollment data for members is effectively maintained in all appropriate systems (internal and external)
- Reviewing all internal and external data interface discrepancy reports and resolving all issues to minimize/eliminate coverage disruption
- Reviewing and updating eligibility and enrollment member data in all appropriate systems, when appropriate, to ensure data integrity
- Managing and maintaining the eligibility provisions for all clients in the appropriate systems
- Coordinating the onboarding process for new clients, including the eligibility and enrollment data collection and integration
- Reviewing and updating the eligibility and enrollment data for prospective clients prior to the generation of a proposal
- Assisting with all aspects of the annual enrollment process, including updating enrollment, plans, rates, etc.
- Assisting with administering COBRA for eligible clients
- Assisting with administering the MBS Retiree Benefits program
- Assisting with the client invoicing process
- Answering client and member calls pertaining to enrollment questions and/or issues

Supervisory Responsibilities

- None

Qualifications

The successful candidate should possess the following qualifications. All qualified candidates will be considered.

- An associate degree in health services management, business, computer science, information management, or something equivalent
- Experience with managing health insurance data is a plus
- Experience with COBRA administration is a plus
- Highly organized and responsive, with a focus on meeting deadlines, accuracy, and quality
- Ability to effectively multi-task
- Detail oriented and comfortable working in a fast-paced environment
- Excellent written and verbal communication skills
- Highest level of ethics and integrity

- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook), Adobe Acrobat, and virtual meeting platforms (Microsoft Teams and Zoom)

Compensation

Compensation commensurate with previous experience and qualifications. Benefits include medical, dental, vision, life, and disability insurance coverage and a generous paid time off program. In addition, the successful candidate will be eligible to participate in our 401(k)/profit sharing plan.

Application

Applicants should submit a resume and compensation requirements to employment@benegration.com

Benegration is an Equal Employment Opportunity employer. Qualified applicants will receive consideration for employment without regards to race, color, age, religion, sex, national origin or any other federal, state, or local protected class.