

## Job Description

**Job Title:** COBRA Specialist  
**Reports to:** Flex Manager  
**Location:** Corporate Office (Houston, TX)

### Position Description:

*The COBRA/Flex Specialist works to administer, coordinate and assure compliance for client's COBRA administration and Flexible Benefit Plans (FSA, DCA, HSA and HRA Plans). This position will process daily enrollments and terminations and be responsible for sending initial notices to eligible employees for COBRA. The role includes processing of payments from the clients and paying vendors. Assist with preparation and mailing of open enrollment packets. The position will also process claims and adjudicate POS transactions for tax-favored plans in accordance with IRS rules and regulations and under the terms of the plan for FSA/HSA/DCA/HRA. This person will proactively and professionally respond to high call volume during certain times of the year.*

### Qualifications: Knowledge, Skills and Abilities

- High School Diploma or GED
- Knowledgeable and proficient in Microsoft Suite (Word, Excel, Outlook)
- Experience with COBRApoint software
- Excellent telephone skills
- Two (2) years of COBRA Claims Administration
- One (1) year of FSA/HSA/LPFSA administration
- Two (2) years of customer service in a call center environment
- Knowledge of IRS guidelines regarding COBRA and plan rules for FSA/DCA/HRA/HSA/LPFSA

### Preferred Qualifications

- Knowledge of Alegeus software a plus