



Job Title: EDI Specialist
Reports to: ESD Manager
Location: Corporate Office (Houston, TX)

Position Summary

Ensures elected EDI (Electronic Data Interchange) offering adheres to client's needs & regulatory requirements. Position plans, implements and supports customer interfaces in a timely and accurate manner. Resolves issues/problems, answers customer questions and identifies patterns or trends with problems and recommends prompt solutions. Position is responsible for analyzing, testing and/or maintaining electronic data interchange systems.

Qualifications

- 2 years of experience with 5010/834 File Format, Jscript and HIPAA compliance.
- 2 years working with EDI or enrollment platforms (i.e Selerix, Benefit Solver etc).
- 2 years experience working with benefits (medical, dental, vision, prescription drug service and retirement plans).
- Strong customer service skills and a proven track record of handling sensitive client information.
- Must have proven oral and written communication skills through work.
- Must have strong knowledge and work experience using Excel, Word & Outlook.
- High school diploma required or equivalency required (GED).

Preferred Qualifications

- 2-3 years work experience with programming.
- Bachelors Degree from an accredited university.
- Knowledge of general benefit plan terminology highly preferred
- Knowledge of the K-12 market benefits highly preferred

Knowledge, Skills and Abilities

- Time management and organization skills
- Computer proficiency
- Communication skills and general business acumen
- Strong sense of urgency
- Superior phone skills working with plan participants
- Strong interpersonal skills; diplomatic and tactful

Must be able to obtain and maintain security clearances and successfully complete a thorough background check.