

Job Title: Enrollment Analyst (Payroll Uploads)
Reports to: Enrollment Solutions Manager
Location: Corporate Office (Houston, TX)

Position Summary

Responsible for the creation of payroll upload files to be loaded into client's payroll software system. This process includes analyzing client requirements, reviewing format specifications, auditing of the data prior to sending file and verification of deduction codes for existing and new products. Payroll upload files are generated in Selerix and in Benefit Solver. Once payroll file is completed it is sent to the client securely to ensure compliance requirements needed for PHI sensitive data.

Qualifications

- 3-4 years of experience with core and voluntary benefits and HIPAA compliance.
- 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 above average knowledge and work experience using Excel, Word & Outlook.
- High school diploma required or equivalency required (GED).

Preferred Qualifications

- 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
- Detail oriented
- Strong interpersonal skills; diplomatic and tactful