

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

### **Position Summary**

Responsible for the client software implementation, software setup, data reconciliation and imports, as well as creation of benefit plans and plan eligibility, rules and employer/enrollment site testing. Will work with Selerix and Benefits Solver as well as our in house enrollment systems to aide our clients in the K-12 markets with enrolling in core and voluntary benefits.

### **Qualifications**

- 3-4 years of experience with core and voluntary benefits and HIPAA compliance.
- 1 year experience working with Selerix.
- 1 year experience working with HRIS back office configuration.
- 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**

- Bachelors Degree from an accredited university preferred.
- Knowledge of general benefit plan terminology highly preferred
- Knowledge of the K-12 market benefits highly preferred
- Bilingual English/Spanish 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