



Job Title: Quality Assurance Specialist
Reports to: Enrollment Solutions Manager
Location: Corporate Office (Houston, TX)

Position Summary

Responsible for maintenance of our client benefits enrollment system including detailed test planning and test execution coordination. Testing will include the review of client benefits and creating test scenarios that verify accurate system setup. Works with the Enrollment Solutions Manager to continually promote improvement in quality standards, procedures, and best practices. Will work with Selerix and Benefits Solver as well as our in-house enrollment system to aide our clients in the K-12 markets with enrolling in core and voluntary benefits. This position requires knowledge of testing techniques, attention to detail, strong quality standards and a clear vision of how to effectively test a benefits enrollment platform.

Qualifications

- 3-4 years of experience with core and voluntary benefits and HIPAA compliance.
- 2 years of experience focused testing and analysis with benefits enrollment platforms.
- Strong customer service skills and a proven track record of handling sensitive client information.
- Proven ability to manager multiple concurrent projects.
- 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

Knowledge, Skills and Abilities

- Strong organization skills and detailed oriented
- Computer proficiency
- Communication skills and general business acumen
- Strong sense of urgency, produce accurate work and meet deadlines
- Strong interpersonal skills; diplomatic and tactful

EQUAL OPPORTUNITY EMPLOYER