

**Eligibility Coordinator:** Successful candidate will perform eligibility calculations for health care benefits, monthly processing of self-payments, termination notices, COBRA notices, Qualified Medical Child Support Orders and death benefit claims processing. Runs reports, assists with mass mailings, and enters eligibility and dependent information in computer as required. Qualified candidate will also provide customer service via telephone and in person as needed. Performs other duties as needed.

**Qualifications:**

1. Graduation from high school or equivalent combination of training and experience with emphasis on CRT entry or keypunch experience, work processing and/or mathematics preferred.
2. Six months interoffice experience.
3. Must be conscientious, efficient and dependable.
4. Willingness and ability to meet deadlines on a daily, weekly and monthly basis.
5. Office skills including: data entry (10,000 keystrokes), calculator.
6. Ability to use office equipment including PC and systems, including Microsoft Office (including Word and Excel), copy machine, and fax.
7. Ability to establish and maintain effective working relationships.
8. Physical ability to: a) sit for long periods of time, b) bend stoop and stretch as required to operate file cabinet drawers, c) carry files, books and other types of office paperwork and, d) operate PC keyboard and other office equipment.
9. Ability to be bonded.
10. Ability to speak clearly to participants in English.
11. Ability to read and compose letters and other documents in English.
12. Ability to learn claims processing software.

**Competitive Pay. Bonus available. Employer contributes to 401(k) with no employee match required. Life, AD&D and LTD provided at no cost to employee.**

Equal Opportunity Employer