

Eligibility Administrator

Are you looking for a *career*, not just a job?

At Custom Design Benefits, we are a team built with CARE – Commitment, Accountability, Respect & Integrity, and Excellence. We are a third-party administrator who manages healthcare benefits for our self-funded clients.

Tasks:

- Maintain a high level of customer service by meeting our response time of 2 hours.
- Process initial enrollment information for new members accurately and efficiently.
- Manage the processing of annual enrollment renewals for clients.
- Keep client records up to date, accurate, and in compliance.
- Troubleshoot and resolve eligibility issues with external partners.
- Manage the ID card request process.
- Monitor incoming eligibility file feeds for errors and build efficiencies within this process.
- Identify and escalate priority issues to the appropriate personnel.
- Other duties as assigned.

Our Ideal Candidate:

- Well-versed in Excel and Macros.
- Excellent Communicator
- Learner
- Critical Thinker
- Problem Solver
- Positive
- Reliable
- Self-Starter
- Achiever
- Team Player

Send your resume to careers@customdesignbenefits.com to apply today!