

Benefit Planning Consultants, Inc.
Job Description

Job Title: Employee Benefits – COBRA Specialist
Department: Flex/COBRA Department
Reports To: Group Leader – COBRA
FLSA Status: Non-exempt
Prepared By: Londa Dunlap
Prepared Date: December 21, 2005
Revised By: Patti Lyons
Revised Date: January 21, 2009

SUMMARY

Performs administrative duties related to the processing of COBRA benefits for multiple clients by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Processing COBRA Initial Notices. This includes collating and mailing the Notices.

Generating and mailing COBRA Termination Notices. Processing new COBRA enrollments, which includes sending all necessary notifications and setting up the appropriate accounts.

Updating clients and carriers with COBRA reinstatements and terminations.

Processing COBRA benefit payments and generating payment reports to be sent to the client.

Creating account folders and filing.

Numerous other duties and miscellaneous projects as the need arises, or as they are assigned.

This position requires an individual who is willing and able to accept and cope with change as duties evolve.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is responsible for working with multiple client plans. To be successful in this position, individuals should have the ability to work effectively with various individuals and multi-task as necessary.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. COBRA administration knowledge preferred.

COMPUTER SKILLS

Proficient in MS Word and Excel. Ability to learn other programs specific to COBRA benefits administration.

LANGUAGE SKILLS

Ability to read and interpret documents such as government codes, rules and regulations, etc. Ability to write routine reports and correspondence. Ability to communicate effectively with clients, plan participants, and employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a many variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.