

United States Jobs Expertini®

Employee Benefits Specialist

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Company: Sympl Benefits

Location: United States

Category: business-and-financial-operations

Company DescriptionSimpl Benefits is an employee benefits agency & program manager of high-performance health plans headquartered in beautiful Ada, MI. We help self-funded employers maximize the value of their benefit plan through healthcare navigation and cost controls through employee incentives and transparent upfront pricing. We manage everything from insurance brokerage to provider negotiation; including enrollment support (OE and onboarding), benefit admin software setup, claims analytics, and ancillary group dental, vision, life and disability insurance placement. Our partnered healthcare providers believe the future of healthcare is cost transparency with excellence in specialized care. Our **Mission**To help employers build high-performance benefit plans focused on making healthcare simple and affordable by providing the strategy, tools, support, and motivation to help members make informed decisions. **Role Description**This is a full-time hybrid role for an Employee Benefits Specialist located in Ada, MI (Grand Rapids area) with flexibility for some remote work. The Employee Benefits Specialist will be responsible for benefits administration of multiple client plans, including technical understanding of each employee benefits plan, insurance contracts, and member enrollment management, (HRIS system, Employee Navigator, EDI, API, and carrier setups), customer service and account data management. **Qualifications**3+ years experience in a similar role for benefits administrator or employee benefits agency. Excellent written and verbal communication skills. HRIS systems expertise (Ease, Navigator, iSolved) is highly required. Experience with insurance carrier invoicing and member enrollment plan management portals. Experience with EDI, API connections (setup coordination & project management). Proficient understanding of Microsoft

Excel, and / or other database software. Proficiency in multiple task management and meeting daily deadlines. Relevant certifications such as CEBS or PHR are a plus. Ability to work independently and as part of a team.

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