

Lawley

INSURANCE | EMPLOYEE BENEFITS Employee Benefits Data Quality Analyst

Position Focus:

- Work as part of the Technology Solutions team to support data quality and integrity for our supported benefits administration technology
- Manage EDI (Electronic Data Interchange) discrepancy reports
- Send enrollment files as applicable prior to EDI going live
- Manage exports on applicable platforms, including set up and confirmation of receipt, making edits as need to adhere to carrier requirements
- Be the liaison between the carriers & vendors during implementation & renewal of EDI
- Perform enrollment audits to ensure accuracy of employee benefit information
- Conduct portal testing/Quality Assurance for client benefit portals scheduled to go live, looking for discrepancies and working with internal teams to ensure necessary updates are made
- Review EDI status logs for each vendor to ensure timely set up of EDI
- Maintain change report status for manual enrollments
- Other ad hoc duties as assigned related to data quality
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs, and scorecard initiatives

Successful candidates possess:

- Understanding of employee benefit mechanics or at least one year of insurance experience
- Excel skills are a must; ability to compare two spreadsheets of data and identify discrepancies and/or errors
- Ability to work independently and on a team
- Incredible attention to detail and organizational skills
- Open to continuing education, college degree preferred
- Positive attitude, even in a fast-paced environment
- As passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Reliable transportation
- Precise verbal and written communication skills, even under time constraints

What's in it for you? *The Lawley Advantage!*

- Fulfilling career securing your internal clients' well being
- Competitive salary, referral bonuses **AND** annual bonus eligibility
- Great Benefits (Medical, Dental, Vision, Wellness-- the works!)
- Educational and growth opportunities
- Generous PTO and 401K upon hire
- Comfortable, family oriented culture
- Office hours 8-4:30
- Lawley is not a call center environment
- Work hard, play hard!!!



Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.