



Data Entry Specialist

Position Overview

Our client, **Benefits All In**, located minutes from downtown Cincinnati, is a healthcare consulting firm that specializes in helping employers build better programs to support the unique insurance needs employees may have. They pride themselves on giving families expert knowledge and resources that provide piece of mind and ultimately make healthcare more affordable. Benefits All In has a passion for reducing barriers and changing lives.

They are currently seeking a **Data Entry Specialist** to join their rapidly growing team. This newly developed role oversees data management by updating and maintaining information in company databases and computer systems. You will be responsible for maintaining accurate, up-to-date, and useable information in all systems. Our ideal candidate has essential data entry skills, an eye for detail, and familiarity with Benefit Admin platforms, spreadsheets, and online forms.

Benefits All In highly values their employees and is looking for someone with a distinctive background in Medicare to add to their strong and collaborative team. You will enjoy a positive work environment as well as a hybrid work schedule with the attitude to get things accomplished and help others? If so, let's talk!

Key Responsibilities

- Work on a variety of cases within Salesforce and ensure proper Data Management by uploading change imports, census files, uploading claims, medical data, and client information, new hire HNA, terminations, etc.
- Work within BAI's Benefit Administrative platform, Selerix, and ensure the following is completed and accurate: change files for current cases that BAI is the Benefits Administrator, census files imports, and external payroll reporting
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Comply with data integrity and security policies

Requirements

- 2+ years of experience in a Data Entry role or related office experience
- Associates degree preferred
- Expert computer literacy skills (typing, data entry, Microsoft Office suite, and managing email)
- Experience in Salesforce and Dropbox
- Excellent written and oral communications along with strong time management and organizational skills

Desired Attributes

- Experience in Benefit Administrative platforms preferred
- Strong knowledge of insurance concepts (e.g., deductible, coinsurance, premiums, risk management)
- Ability to establish goals and manage time to ensure completion of them
- Self-motivated and take initiative
- Comfortable working in a fast-paced environment

Benefits & How to Apply

Benefits include a competitive base salary, being part of a growing company, as well as a competitive and comprehensive benefits package including 401k, attractive healthcare coverage, dental, vision, and employer-paid life insurance, ample paid time off, and a hybrid work schedule.

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to [**audrey@asliceofhr.com**](mailto:audrey@asliceofhr.com).