



Job Description

Job title: STOPLOSS ADMINISTRATIVE ASSISTANT
Reports To: SUPERVISOR - MARKETING & STOP LOSS

Summary:

The purpose of the Stop Loss Administrative Assistant is to support the Stop Loss Department and facilitate all coordination of reporting for month end and assistance where needed, as necessary, to support Company project, tasks and initiatives.

Essential Duties and Responsibilities

Specific Filings:

Track and log new shock members for monthly reporting purposes.
Monthly run out reports
Check run reporting
Manage 50 to 100 reports monthly
Work with Finance to track and coordinate weekly funding of "level" stop loss contracts.

Customer Service:

Must be able to assess internal and external customers' needs and respond to inquiries both timely and professionally.
Strong emphasis on verbal communication with our internal clients, stop loss markets, vendors and departments within our organization.
Collaborate with sales on reporting needs.

Performance Dimensions:

The position requires strong organizational skills, a commitment to detail and the ability to prioritize on a daily basis to meet deadlines. Good computer skills, with an emphasis on Excel is essential. Interpersonal communication, both verbal and written are required.

Education and/or Experience:

High school diploma, Associate Degree or higher, with a minimum of 1 years' experience as an administrative assistant.

Must entry level accounting knowledge/experience.
Demonstrated experience and thorough working knowledge in Word, Excel, Access, and PowerPoint programs
Very strong attention to detail
Demonstrated written and oral communication skills.
Ability to multi-task and work with a variety of systems and applications.

Organizational, problem-solving, and decision-making skills
Ability to work independently and demonstrated initiative.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures. Ability to run reports and review business correspondence and interpret medical benefit summaries.

Mathematical Skills:

Ability to calculate and create formulas; such as, percentages, turn around and general accounting balances in order to produce metrics reports and reconcile financials.

Other Qualifications

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. Ability to sit for extended periods of time, frequent mental and visual concentration are required for computer usage.

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. Work is performed largely in an office environment. Hours of work will generally be during regular business hours and average at least 40 hours a week. There will be some variation in work hours due to deadlines, special projects and other concerns.

An Equal Opportunity Employer

Cypress Benefit Administrators consider applicants on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital or veteran status, sexual orientation, disability or any other legally protected status.

Please contact Julie Petersen, Supervisor - Marketing & Stop Loss if you are interested in this position.