Electronic Enrollment Analyst - We offer a companywide bonus program, tuition reimbursement, volunteer time off, an on-site fitness center and the flexibility of a hybrid work schedule as described in our Workplace Flexibility policy.

We are the largest dental insurance company and continue to grow. Based in Naperville, IL **Delta Dental of Illinois** has over 50 years of oral health experience and is dedicated to clients and employees alike.

Our company culture is inclusive, innovative and focused on achieving our goals. We believe in improving oral health through our dental benefit programs and through our Foundation, which develops and supports projects and organizations that improve access to oral healthcare and oral health education.

We’re looking for an **Electronic Enrollment Analyst** who can:

- Primary Enrollment contact for electronic enrollment file implementation and on-going processing as well as acting liaison between enterprise technical support and group programmers.
- Manage implementation of new and existing groups to electronic enrollment processing and coordinate completion of tasks including credentialing, review file layouts, test files and providing results to designated group contacts.
- Process eligibility files and review output reports.
- Process accumulator updates/files as needed for newly implemented groups.
- Review internal and external error reports from all posted files and provide external errors to designated group contacts. Analyze internal errors and perform necessary updates.
- Initiate conference calls with technical support, group programmers and group contacts to discuss initial setup, testing, implementation and on-going transmission of electronic enrollment.
- Identify, analyze and report file layout and/or processing issues and work with technical support and designated group contacts to test and implement enhancements and issue resolution.

The ideal candidate will have:

- Two-year degree or relevant work experience in a similar position involving extensive computer use and problem-solving skills.
- Strong knowledge of Enrollment processing is required; prior experience with electronic enrollment files is preferred.
- Strong interpersonal, written and oral communication skills and the ability to interact positively with technical team members, business users and external stakeholders.
- Must be attentive to detail and organized with the ability to multi-task and prioritize effectively in a fast paced and deadline driven environment.
- Position requires excellent analytical skills and problem-solving capabilities.
- High level of proficiency with Microsoft Office (Outlook, Word, Excel) applications required.
- Experience with business application tools such as Business Objects, Footprints, and/or Salesforce is preferred.

Why Should You Apply?

- **Free** dental for employees and their dependents
- Competitive benefits: free vision, life, STD/LTD for employees/medical options for many budgets/401k and company match
- Generous PTO program; 11 paid holidays per calendar year
- Great people and culture
- Healthy work/life balance
- Conveniently located off of I-88
- Hiring pay range is $21-24 per hour

Delta Dental of Illinois is an equal opportunity employer.