

JOB DESCRIPTION

HIGH SPEED DATA ENTRY

Major Purpose: Data Entry Specialist Position performs data entry of imaged documents received through the New York Health Benefit Exchange.

Duties / Responsibilities: Maintains an understanding of the NY HBE Enrollment and Eligibility processes and policies. Includes individual and SHOP market policies. Maintains updated knowledge of project and corporate policies and procedures as referenced in the employee manual and other desk procedures for the position. Verifies information from scanned image is entered correctly and makes necessary changes. Accurately data enters all appropriate information in a timely manner. Meets all performance requirements associated with eligibility and enrollment processes. Performs other duties as may be assigned by management. Ability to identify departmental risk and escalate to management. Route technical issues to appropriate staff.

Education Required: High School Diploma, GED or equivalent certification.

Background & Experience Required: Computer familiarity and general PC/keyboarding skills, Minimum 5000 KSPH. Detail-oriented. Ability to type and process material in an expeditious manner. Ability to perform comfortably in a fast-paced, deadline-oriented work environment. Ability to successfully execute many complex tasks simultaneously. Ability to work as a team member, as well as independently

Positions are 6 months in duration and require skill evaluations.

\$12.50/hour

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Competencies: To perform the job successfully, an individual should demonstrate the following:

Motivation - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others. Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans. Is cost conscious and conserves organizational resources.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Is consistently at work and on time; Arrives at meetings and appointments on time.

Initiative - Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Analytical - Collects and researches data. Ability to analyze order of work and determine appropriate way to load truck.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Possess the Integrity & Character and have Interpersonal Communications Skills to interact with internal customers.

Innovation - Meets challenges with resourcefulness.

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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or general education degree (GED); or three to six months related experience and/or training; or equivalent combination of education and experience. Working knowledge of all measuring tools/equipment. Previous experience with Kasto, side loaders, sheet splitters, forklifts, and cranes is preferred.

Additional Skills and Experience:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, work orders and procedure manuals as well as customer supplied blue prints.
- Computer knowledge required. AUTO CAD experience preferred, but not required.
- Ability to cut material and hard reserve it in company's computer system. Clear understanding of company's computer system. Eniteo experience preferred, but not required.
- Good math skills are essential. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; Must have an acceptable score on the company basic math and measuring test.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to work shift work, overtime and weekends if required.
- Ability to work in a fast-paced environment and keep up with the daily demands of production.

Physical Demands:

The physical demands described here are representative of those that must be met by a team member to successfully perform the essential functions of this job in a fast-paced environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the team member is regularly required to stand and walk.

The team member is frequently required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The team member is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The team member must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to hear warning sounds such as horns, material handling equipment, and buzzers from cranes.

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 essential functions.

While performing the duties of this job, the employee is regularly exposed to fast-paced environment and moving mechanical parts. The noise level in the work environment is usually moderate. Team member must have ability to withstand extreme hot and cold temperatures as they may occur occasionally.