

<b>Job Title:</b>	COBRA Administrator	<b>Status:</b>	Exempt
<b>Department:</b>	Benefits Administration	<b>Position Type</b>	Full Time
<b>Location:</b>	Harrisonburg, VA	<b>Travel Required:</b>	As Needed
<b>Training:</b>	Role Specific	<b>Reports to:</b>	Benefit Administrator Manager

**Job Description**

**ROLE**

The purpose and objective of this position is to provide COBRA (Consolidated Omnibus Budget Reconciliation Act) assistance to COBRA participants. This individual will exercise discretion and independent judgement to provide COBRA services to a client base. The ability to be flexible, communicate effectively by phone, and work independently and with others is essential. It is imperative that this individual meet regulatory deadlines as set by the Federal Government. Client information must be handled in a confidential manner at all times.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Understand and abide by government regulated COBRA deadlines and timetables
- Monitor legal compliance
- Serve as a liaison between employees, employers and insurance carriers regarding COBRA benefits
- Demonstrate proficiency with the specified COBRA software compliance program
- Create RFPs and proposals to be presented to prospective clients
- Oversee payments, proper invoicing, record keeping, and answer questions both for past employees and employers
- Process COBRA administrative fees monthly
- Deposit premium checks and reconcile COBRA bank account
- Work with Employee Benefits account representatives and division manager
- Attention to detail, accuracy and ability to meet deadlines
- Assist in training of new hires as requested
- Other duties as assigned by management

**PREFERRED QUALIFICATIONS**

- High school diploma required
- Effective computer skills
- Must be organized and able to multi-task
- Maintain knowledge of current Federal COBRA regulations

**PREFERRED SKILLS**

- Present problem solving abilities
- Must present superb communication skills, effectively and courteously
- Training and governmental requirements are continual; COBRA regulations, policies related to Employee Benefits and software changes
- Ability to work independently and within a team environment
- Information is to be handled confidentially at all times

**ADDITIONAL NOTES**

- Qualified candidate will provide account rounding opportunities to other departments: employee benefits, individual life and health products, personal lines, flexible benefits and financial services.

**PHYSICAL REQUIREMENTS**

- Must be physically able to work a minimum of 40 hours per week in the office

## LD&B Insurance and Financial Services

- Must be able to sit for long periods of time, which may include extensive use of personal computers and associated software.
- Must possess the ability to hear, see, and speak
- Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, and kneel
- Occasionally required to lift and carry up to 20 pounds
- Perform with a high-energy level and ability to handle stress-related situations on a daily basis
- Must have a valid state issued driver's license and have the ability to operate a vehicle
- Will be required to drive and travel unaccompanied in diverse weather conditions