



## **Executive Assistant**

DMC Insurance Administrators, Inc., a progressive third-party administrator of union health and welfare benefits, is seeking a “hands-on” individual with a proven ability to multi-task in a fast-paced environment. This individual must be dedicated, goal oriented, energetic, efficient and possess a strong work ethic.

This is a full-time exempt salary position with excellent wages and benefits.

### **Position Description:**

Responsible for website maintenance. Develops and disseminates quarterly e-Newsletters via Constant Contact. Assists with maintenance of Online Enrollment Portal (PlanSource) and administers the DocuSign e-signature account. Prepares electronic Board of Trustee meeting files (e.g., PDF document with live links). Prepares all New Business and Renewal proposals and benefit plan comparisons. Tracks employer compliance testing for all Trust Funds. Provides administrative support to the CEO, the President, Vice President, and CFO, in collaboration with the Senior Executive Assistant.

The essential job functions include, but are not limited to the following:

1. Supports all administrative needs of the CEO, the President, Vice President, and CFO.
2. Preparation of proposals, benefit comparisons and other related documents for all new business and renewal quotes. Responsible for updating proposal tracking report.
3. Responsible for managing Compliance Testing Letters and historical database, sends notification to Legal Counsel of any outstanding amounts due.
4. Coordinates the distribution of notifications to plan participants, including Benefit Changes, Annual notices, Privacy Notice reminder, Women's Health and Cancer Rights Act Notice and Medicare Part D Notice. Assists staff with mailings or other administrative tasks as needed.
5. Assists in preparation of Board of Trustees meetings. Responsible for preparing and disseminating electronic Board meeting files.
6. Monthly mailing of financial statements along with dissemination of meeting minutes.
7. Supports all client websites. Develop and disseminate quarterly e-Newsletters to plan participants.
8. Responsible for maintaining Trust Funds' correspondence.
9. Provide support with miscellaneous projects as assigned.

### **Requirements:**

1. Associates or Bachelor's degree along with 3-5 years' experience in administrative support at the executive level.
2. Advanced Microsoft Office Suite (e.g. Outlook, Word, Excel and Power Point), Adobe Acrobat Pro, WordPress, Constant Contact and File Sharing programs (e.g. Box / Dropbox).
3. Experience in database management and maintenance.
4. Excellent written and verbal communication skills.
5. Outstanding analytical skills, problem solving abilities, and organizational skills.
6. Attention to detail and the ability to create high quality error free documents.
7. Ability to multi-task and work under pressure with strict deadlines.
8. Ability to sit, reach outward or above the shoulder, stand, walk, handle with fingers, stand, bend, and stoop.
9. Ability to operate a keyboard, view a video display terminal screen and documents, ability to use telephone equipment.

10. Ability to lift up to 10 pounds and push or pull up to 12 pounds.

**To Apply:**

- You must put the job title in the subject line of your email
- Resumes must be included as text or attached as an MS Word document
- If you do not follow the application instructions your resume will not be viewed
- Candidates who meet these specifications and are a strong match will be contacted
- Please email resumes to [mguerrero@dmc-tpa.com](mailto:mguerrero@dmc-tpa.com)

We are an equal opportunity employer.