



## Internship Posting

### Internship Opportunity: Summer and Fall 2021

Benefit Consultants, Inc.

*We are looking for a quality professional to join our Davevic Family.*

**The Company:** Davevic Benefit Consultants, Inc. is a family-owned full-service benefit consulting agency located in Grove City, PA with currently 15 employees on staff. Our significant growth and retention over the past 30 years is a product of our philosophy of always being on the cutting edge of products, services, and strategy with a keen attention to detail working with our clients. We are very hands on in helping our clients find solutions not only on a financial basis but also helping them to maintain high levels of efficiency in the way they implement and administer their benefit programs both at the HR and employee level.

We have always been fortunate to have outstanding, hard working professionals at Davevic. Today, our experienced staff has over 194 years of combined employee benefit experience. A majority of our staff has worked at Davevic for over 15 years and also includes professionals who were hired directly after completion of coursework at local Universities and Colleges.

**The Position:** We are looking for an individual who is willing to learn our business from the ground up and provide support to our team during our busy seasons. This position will involve hands on training, and opportunities to have various responsibilities to support the agency. The position will also include opportunities to shadow other professionals in the office and gain exposure to the different areas of our business.

#### Requirements:

- Solid communication skills (written and verbal), organizational skills, attention to detail, typing, data entry skills, ability to multi-task, analytical skills, confidentiality, and ability to make decisions independently.
- Continuous improvement in position functions and servicing methods.
- Working knowledge and willingness to learn medical and insurance terminology.
- Proficient in use of office equipment (computer/faxing/copier/scanning/printer, etc....).
- Proficient in MS Office (Word, Excel) and general computer literacy.
- A desire and drive to come to work each day and find ways to better yourself as a professional.
- The ability and aspiration to continue to work in the fall of 2021 during the fall school session.

#### Responsibilities:

- Understand the structure of FSA and HRA Accounts
- Adjudicate claims (verify receipt of each line item, check amount claimed, review debit card claims)
- Provide thorough and accurate customer service to individual and group clients.
- Maintain confidentiality and adhere to all HIPPA and PHI regulations.
- Assist with the creation and posting of Compliance documents.
- Develop an In-depth knowledge of individual and group products and services.
- Work with co-workers to complete client services.

**The Location:** Davevic Benefit Consultants, Inc. is in Grove City, PA. This is great for individuals who attend school and reside in Mercer, Lawrence, or Butler Counties.

**If Interested:** Please contact Matthew Gordon for more information.

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