



## EDI SUPPORT SPECIALIST – Irvine, CA

### **Summary:**

This position is responsible for reconciling and maintaining the member eligibility.

### **Essential Duties and Responsibilities:**

To perform this position successfully, the candidate 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.

Individual must be able to reconcile, maintain member eligibility within LIBERTY. The focus includes reconciling, fixing data discrepancy and maintaining member eligibility data in the system. Individual must be detail oriented, proactive and responsible.

### **Education and/or Experience:**

High School Education or Greater (College degree preferred)  
Extensive Knowledge of Microsoft Office Applications (2-3 years)

### **Language Skills:**

The position requires proficiency with US English. The candidate must have good written communication skills, and the ability to communicate effectively with employees at all levels of the organization, both orally and in writing.

### **Specific Skills/Knowledge:**

Microsoft XP  
Microsoft Office Suite (intermediate or advanced Knowledge in Access and Excel)  
Knowledge of writing SQL and Queries a plus  
Knowledge of dental health care a plus