



Central Data Services
60 Blvd. of the Allies, 5th Floor
Pittsburgh, PA 15222-1219
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**Employee Benefit Plan
Administration**

Administrative Assistant – Downtown Office, Pittsburgh, PA

Central Data Services, Inc. is the largest locally-owned and operated employee benefit services firm in the greater Pittsburgh area. We are seeking candidates interested in working in a fast-paced environment specializing in health benefit administration and client and customer service to fill an entry level Administrative Assistant position.

The Administrative Assistant provides a wide variety of administrative support for the client service departments. This person will assist in organizing and prioritizing project work that is time sensitive. They must be well organized and able to multitask.

Essential Job Functions

- Preparation and organization of incoming and outgoing mail, e-mail, and other correspondence for processing. Process returned mail
- Audit client and participant records to identify discrepancies to ensure accuracy
- Maintains and develops paper and/or electronic filing systems to ensure accurate retrieval of documents
- Provides customer service support to team as needed including, but not limited to, voice mail retrieval and answering and placing calls on hold
- Administrative tasks and projects assigned by manager

Non-Essential Job Functions

- Assigning electronic correspondence to participant or group records
- Data entry projects

Qualifications and Education Requirements

High School Diploma

Demonstrates proficiency in core MS Office applications including Word, Excel and Outlook

This is a full-time, non-exempt position. Working hours are M-F, 8:30 am – 5:00 pm. This position offers health benefits and 401k with a great opportunity for learning and career advancement.

All interested candidates are encouraged to apply directly through the company website at www.cdsadministrators.com.