**Intranet Posting (In-House Media)**

**NOTICE OF JOB OPPORTUNITY**

**COMPANY:** Assured Partners Houston, LLC d/b/a Professional Enrollment Concepts, Inc.

**TITLE:** Database Administrator

**LOCATION:** 6200 Savoy Drive, Suite 345, Houston, TX 77036

DUTIES: Supports the business community by working directly with insurance carriers and third-party administrators to establish and maintain inbound and outbound EDI connections related to insurance eligibility and payroll deductions. Assists with implementation, testing, and support of inbound and outbound data connections for insurance eligibility files. Supports external customers and internal processing areas by troubleshooting data issues. Acts as liaison between the business and IT. Oversees the technical efforts associated with implementing EDI trading partners. Provides HIPAA-compliant guidance to third party administrators and ensures compliance with HIPAA regulations and requirements. Participates in implementation meetings with clients committed to establishing an EDI partnership. Ensures proper setup conduct necessary testing and in-depth analysis to resolve any potential issues prior to release into the production environment. Oversees the production support of existing EDI clients. Supports the business with EDI issues and promptly triages and resolves EDI issues. Implements process improvements to enhance the efficiency of the EDI processes. Prepares and maintains documentation that defines operational procedures and describes client requirements. Builds and maintains positive working relationships with internal colleagues and external contacts.

**REQUIREMENTS:** Bachelor’s degree in Information Technology, Computer Science, or related technical field, and three (3) years of experience as a Database Administrator, or related role. Employer will also accept a Master’s degree in Information Technology, Computer Science, or related technical field, and one (1) year of experience as a Database Administrator, or related role. Must also have three (3) years of experience with: Technical production and application support; ANSI834 File Format; HIPAA EDI Protocols; Customer service in a technical implementation capacity; Microsoft Office products, especially Microsoft Excel; JavaScript, Visual Studio, SQL Server, MS-Access, MySql, VB Macros, VLOOKUP; and Internet applications and networks. Employer will accept one (1) year of experience with the aforementioned skills if qualifying with a Master’s.

**SALARY**: $85,301 per year

**TO APPLY:** https://careers-professionalenrollmentconcepts.icims.com/jobs Job Reference: \_\_\_\_\_\_\_\_\_\_\_\_

THIS NOTICE IS BEING POSTED IN CONNECTION WITH THE FILING OF AN APPLICATION FOR PERMANENT ALIEN LABOR CERTIFICATION. ALL APPLICANTS SHOULD REPORT DIRECTLY TO THE EMPLOYER. ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THE APPLICATION TO THE REGIONAL CERTIFYING OFFICER OF THE DEPARTMENT OF LABOR AT THE FOLLOWING ADDRESS:

U.S. Department of Labor

Employment and Training Administration

Office of Foreign Labor Certification

200 Constitution Avenue NW, Room N-5311

Washington, DC 20210