EDI Supervisor, Madison, WI  
Application Deadline: May 31, 2015  
E-mail resume and cover letter to: susan.model@ebcflex.com

At Employee Benefits Corporation, we make administering our tax-advantaged products easy for clients. We design our administration software to help us meet our unique client needs. **We are 100% employee-owned**, which means each of us shares a stake in our success. Each of us has the opportunity to make an impact and a difference. We’re a growing company and each of us is encouraged to grow, too.

Our employee owners work best in a comfortable environment and we provide a friendly atmosphere, a casual dress code and an open door policy. We can take advantage of adjusted work schedules, flex work weeks and generous paid time off.

We’re currently recruiting for a supervisor for an EDI Supervisor. This position is open due to growth in our business. The EDI Supervisor is a technical, hands-on supervisor responsible for the day-to-day operations of the EDI team. The position will be responsible for designing, implementing, and managing successful EDI solutions for the organization. This position is also a key liaison between all the internal business units for all EDI/File gateway requirements.

Specific duties include:

- Supervision of the team, including managing workflow, hiring, training and managing the performance of team members
- Serving as the liaison between trading partners, business units and the EDI team
- Manage work intake, prioritization, assignment and maintenance of EDI processes and applications
- Design and architecture of scalable and robust EDI solutions
- Create and integrate maps and processes within EDI systems
- Participant in and provide analytical support for the design and implementation of new systems
- Oversee operational support for EDI platform and applications, including issue resolution
- Ongoing internal customer support for EDI product
- Ensure development, documentation, and communication of progress reports pertaining to new EDI transaction maps, business edits and new trading partner on-boarding
- Other duties as assigned

Qualified candidates will have a Bachelor's degree in Computer Science or equivalent professional experience. A minimum of 5 years of IT experience with a broad range of exposure to various technical environments along with 3 years of progressive experience with EDI is required for this role. In addition, candidates should possess at least 1 year of previous supervisory experience. Proficiency with SQL along with a working knowledge of .NET is required for this role. Knowledge of healthcare transition transmissions as well as HIPAA and HIPAA data security is strongly preferred. This position also requires
strong analytical, problem solving and communication skills as well a keen attention to detail and a high level of professionalism.

We offer competitive compensation and a comprehensive benefits program that includes:

**Benefits**

Employee Stock Ownership Program
401(k) program with company match
Health, Dental and Vision Insurance
Health Reimbursement Arrangement
Health and Dependent Care Flexible Spending Accounts
Short and Long Term Disability
Life and AD&D Insurance
Employee Assistance Program
Paid Time Off
Holiday, Bereavement and paid leave for new parents
Training and Education Reimbursement
Referral Bonus Program
Casual Dress

If this opportunity sounds exciting to you and you want to become an owner in a growing organization, please submit your resume to susan.model@ebcflex.com.

**Employee Benefits Corporation**
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