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**Pierce Group Benefits** is currently the largest provider of employee benefits consulting and administration in North Carolina's public sector. Our firm is a full-service employee benefits brokerage that builds comprehensive benefits packages for employers in North Carolina, South Carolina, and Virginia.

We are currently seeking a **Electronic Data Interchange (EDI) Technician** that thrives in a fast-paced environment with exceptional organizational skills.

The EDI Technician will be responsible for the processing of data to various third parties and the implementation and management of EDI files. The ideal candidate will possess a strong understanding of advanced Excel formulas as well as experience building, implementing, and maintaining 834 EDI file feeds.

**Essential Duties Include:**

- Collaborate with stakeholders (carriers / internal parties) to understand EDI processes and deliver effective solutions.
- Work with external third parties to define, test, implement mapping, and validate data.
- Identify and troubleshoot EDI issues and resolve any data discrepancies.
- Research reporting discrepancies and identify solutions in a timely manner.
- Configure, test, and resolve transmission set up for standard files (SFTP, FTP)
- Monitors EDI file feeds and audit data for accuracy.
- Meet deadlines for individual and team projects.
- Maintain technical documentation and standard operating procedures.
- Pro-actively identifies potential roadblocks and propose solutions.
- Perform other duties as may be required by management.
- Completing special projects as assigned
- Following company procedures concerning all essential duties and responsibilities

**Requirements:**

- Ability to learn quickly and adapt even quicker.
- Ability to work independently.
- Working knowledge of EDI (Electronic Data Interchange) files.
- Organization skills and attention to detail.
- Knowledge or experience with HIPAA regulations is a plus.
- Ability to understand custom file specifications.
- Attention to detail, deadlines, and reporting.
- Intermediate understanding of Excel: Vlookup experience preferred.
- Experience working with data between multiple systems.
- Previous Benefits Administration Experience Preferred.
- Scripting experience (especially javascript) is a plus but not required.

If you are interested in this position, please send your resume along with a cover letter to [jobs@piercegroupprofits.com](mailto:jobs@piercegroupprofits.com).