



<https://remotejobs92.jobsnow247.com/job/aetna-remote-jobs-virtual-assistant-part-full/>

## Aetna Remote Jobs Virtual Assistant (Part/Full)

### Description

Aetna partakes in the E-Confirm Program

### What's in store

The HR Facilitator drives our central goal by supporting the HR group and working with representatives across the business to guarantee Aetna is an extraordinary work environment for everybody. Our group accomplishes results by being inventive, driven, cooperative, and dependable. This is an active strategic job that offers help in the space of labor force arranging, training/improvement, worker commitment, and impromptu ventures as required.

### What You'll Do

Be the cutting edge for our workers and answer different kinds of feedback about HR arrangements, cycles and advantages

Offer regulatory help all through the representative lifecycle from onboarding to offboarding; is answerable for exact handling of HR exchanges and revealing

Cooperate with HR Accomplices, focuses of greatness and other cross-useful groups to convey brilliant help and resolve individuals issues in an ideal and compelling way

Recognize potential open doors and survey enhancements to the representative experience and join forces with HR group to create and carry out enduring arrangements

Offer authoritative help to HR group on occasions, undertakings and projects

Upholds HR administration to figure out, decide, and effectuate the executives strategies in regards to HR, including extraordinary admittance to secret and delicate faculty correspondence and records

Adjusts direct in playing out all occupation obligations and capabilities with HR administration objectives and goals, practicing great judgment in all collaborations with Organization representatives

### What You'll Bring

Four year certification in HR, or comparable work insight

Demonstrated arranging and authoritative abilities, scrupulousness, capacity to deal with various errands

2+ long stretches of involvement with HR or related fields

Solid capacity to deal with classified data with tact and development

### Hiring organization

Aetna

### Employment Type

Full-time

### Industry

Private

### Job Location

1608 Washington Plaza N, 20190, Reston, VA, USA  
Remote work from: USA

### Working Hours

8

### Base Salary

35

### Date posted

August 2, 2024

### Valid through

31.12.2024

### apply

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Keeps a serious level of impressive skill and can interact with all levels of the association as an essential resource for group

Can perform multiple tasks and work in a high speed lively climate

Works freely as well as in a group climate

Pay and Advantages

### **Benefits**

Alongside serious compensation, as a full-time Aetna worker, you are qualified for the accompanying advantages at day 1 of recruit:

Aetna PPO and HSA plans > 2 clinical arrangement choices with \$0 finance allowance

Family-building, richness, reception and surrogacy benefits

Dental (counting orthodontic inclusion) and vision plans, both have choices with a \$0 check commitment

Organization Paid (Wellbeing Bank account) HSA Commitment when signed up for the High Deductible Aetna clinical arrangement with HSA

Medical services and Ward Care Adaptable Spending Records (FSA)

LGBTQ+ care attendant services

401(k) with manager match, Representative Stock Buy Plans, and other monetary advantages

Organization paid Fundamental Life, AD&D, present moment and long haul incapacity protection

Representative Help Program

Wiped out and Downtime (Strategic scheduling for pay positions), and Paid Occasions

Back-up childcare and nurturing support assets

Willful advantages to include: basic disease, emergency clinic repayment, mishap protection, burglary and lawful administrations, and pet protection

Weight reduction and Tobacco Suspension Projects

Aetna Children program

Suburbanite benefits

Worker limits and advantages program

Aetna is an Equivalent Open door/Governmental policy regarding minorities in society boss focused on variety in the working environment. All certified candidates will get thought for work regardless of race, variety, religion, sex, sexual direction, age, public beginning, inability, safeguarded veteran status, orientation personality

or some other component safeguarded by relevant government, state or nearby regulations.

Aetna is additionally dedicated to working with and furnishing sensible facilities to people with incapacities. If it's not too much trouble, let your selection representative know as to whether you really want a convenience anytime during the screening.