



<https://remotefreshers92.jobsnow247.com/job/bcbs-data-entry-remote-jobs-work-from-home-jobs/>

## BCBS Data Entry Remote Jobs (Work From Home Jobs)

### Description

Work Rundown:

The HR Collaborator is capable to perform recently added team member handling liabilities inside the HR office. This position is a help job to the HR office requiring the representative to do passage level liabilities like information section into various stages, messaging employing directors for extra data, evaluating drug screen/driving/foundation results, talking with HR Supervisor for direction and endorsements, examining, and recording desk work in staff records. HR Partner should can continue to recruit and business data classified.

The ideal up-and-comer will have working information on ADP capabilities, have basically a Moderate level in MS Succeed and MS Viewpoint. He/she will be exceptionally itemized and coordinated to play out the organization assignments inside the HR climate.

Benefits:

Clinical 4 plans (BCBS)

Dental

Vision

Term Life

Organization paid Term Life

Sexually transmitted disease/LTD

Mishap reimbursement rider

PTO/Days off (every year)

401(k) with a business match

Worker Partner Program

FMLA/Maternity/Paternity Leave

Mourning Leave

### Hiring organization

BCBS

### Employment Type

Full-time

### Industry

Private

### Job Location

8220 N 23rd Ave, 85021, Phoenix, AZ, 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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Fundamental Capabilities: (Fundamental capabilities, as characterized under the Americans with Disabilities Act, may incorporate the accompanying errands, information, abilities and different qualities. This rundown is ILLUSTRATIVE Just and is definitely not a thorough posting of all capabilities and errands performed by occupants of this class.)

Obligations and Obligations:

Coming up next is a delegate rundown of the obligations and obligations related with this position:

Offering general managerial help, for example, planning correspondence, structures and reports, organizing gatherings, making customary correspondence, handling classified reports and records, documenting electronic and printed copy, following cutoff times, and requiring down minutes depending on the situation.

Keeps up with HR records by recording fresh recruits, moves, terminations, changes in work characterizations, merit increments; following excursion, wiped out, and individual time.

Arranges new representatives by giving direction stacks of info; inspecting organization approaches; gathering keeping and other finance data; making sense of and acquiring marks for benefit programs.

Archives HR activities by finishing structures, reports, logs, and records.

Refreshes work information by taking part in instructive open doors; perusing proficient distributions.

Achieves HR office and association mission by finishing related results on a case by case basis.

Laying out, keeping up with and controlling staff, representatives, enlistment relations records, documents, correspondence, reports, and association diagrams.

Overseeing touchy and private matters like faculty relations, representative relations, and hierarchical changes, arranging and safeguarding the security of data, information and records.

Answering and putting through different inquiries from administrators and representatives, and from different offices or divisions.

Practicing individual judgment while managing potential or genuine difficulties on own drive and drawing them out into the open

Stick to all organization arrangements, methodology and wellbeing norms

Perform different obligations as allocated

Actual Requests:

The actual requests portrayed here are illustrative of those that should be met by a representative to carry out the fundamental roles of this occupation effectively. Sensible facilities might be made to empower people with inabilities to carry out the fundamental roles.

Sitting: Staying in the situated position

Stand: Staying on one's feet in an upstanding situation at a workstation without moving about

Strolling: Moving about by walking

Lifting: Raising or bringing down an article starting with one level then onto the next (incorporates up pulling) 25-50 lbs.

Conveying: Shipping an article, generally holding it in the hands or arms, or on the shoulder

Pushing: Applying force upon an article so the item gets away from the power (Incorporates slapping, striking, kicking, and lever activities)

Pulling: Applying force upon an item so the article pushes toward the power (incorporates jolting)

Stooping: Twisting body descending and forward by bowing spine at the midriff, requiring full utilization of the lower furthest points and back muscles

Bowing: Twisting legs at knees to stop on knee or knees

Hunkering: Bowing body descending and forward by twisting legs and spine

Coming to: Expanding hand(s) and arm(s) toward any path

Taking care of: Seizing, holding, getting a handle on, turning, or generally working with hand or hands. Fingers are involved exclusively to the degree that they are an expansion of the hand, for example, to turn a switch or change vehicle gears

Fingering: Picking, squeezing, or generally working essentially with fingers as opposed to with the entire hand or arm as in taking care of

Feeling: Seeing credits of articles, like size, shape, temperature, or surface, by contacting with skin, especially that of fingertips

Talking: Communicating or trading thoughts through the verbally expressed word to confer oral data to clients or to general society and to pass itemized spoken directions on to different specialists precisely, noisily, or rapidly

Hearing: Seeing the idea of sounds by ear

Tasting/Smelling: Recognizing, with a level of exactness, contrasts or likenesses in force or nature of flavors or scents, or perceiving specific flavors or smells utilizing tongue or nose

Close to Vision: Lucidity of vision at 20 inches or less

Far Vision: Clearness of vision at 20 feet or more

Profundity Discernment: Three-layered vision. Capacity to pass judgment on distances and spatial connections to see objects where and as they really are

Visual Convenience: Change of focal point of eye to bring an item into sharp concentration. This variable is required while accomplishing close to point work at

different good ways from the eye

Variety Vision: Capacity to recognize and recognize colors

Field of Vision: Noticing a region that should be visible all over or to right or left while eyes are fixed on a given point

Natural Circumstances: Openness to...

Climate

Moving mechanical parts

Non-Environment controlled conditions

Clamor

We are an equivalent open door boss and forbid separation/badgering regardless of race, variety, religion, age, sex, public beginning, incapacity status, hereditary qualities, safeguarded veteran status, sexual direction, orientation personality or articulation, or some other trademark safeguarded by government, state or neighborhood regulations.