



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

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

### Description

#### Outline

For what reason would it be advisable for you to join the BlueCross BlueShield of South Carolina group of organizations? Different organizations travel every which way, however for over seventy years we've been essential for the public scene, with our foundations solidly implanted in the South Carolina people group. We are the biggest insurance agency in South Carolina ... and substantially more. We are one of the country's driving overseers of government contracts. We work quite possibly of the most complex datum handling focuses in the Southeast. We likewise have a different group of auxiliary organizations that permits us to expand on an assortment of business qualities. We convey extraordinary support of our clients. Assuming you are devoted to a similar way of thinking, think about joining our group!

#### Position Reason

This individual is liable for oversight for high seriousness occurrences and deals with all Episode The board processes at the organization. They work with and recap various gatherings each day, arrange taskforces, team up across Client associations, keep up with documentation, make manuals or SOPs, distinguish positive and negative patterns while leading exercises to use or relieve them. The group offers raised help on blackouts 24x7x365, and this position is supposed to work with the executives to guarantee a reasonable work/life balance for the group in general.

#### Portrayal

Position requires an exceptional status, which requires US citizenship to get.

#### What You'll Do:

Regulates and supervises high effect and basic occurrence endeavors for the Data Innovation division, including "High Alert" exercises. Guarantees all activities, occurrences, or circumstances are brought to quick goal. Distinguishes the advancement, proprietors, and ceaselessly screens for positive headway. Keeps up with open correspondence, facilitates, and conveys guidance to all levels associated with blackouts, up to and including Boss Data Official (CIO).

Endless supply of a High Alert, conveys the status to all elaborate gatherings through email, telephone, or face to face, facilitates support from the different IT groups to decide most time successful way of revision or finish, focuses on important activities, and guarantees all gatherings stay on task. Works with

### 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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gatherings and tracks movements of every sort affecting the goal of the High Alert. Coordinates and keeps up with suitable documentation all through every work. Gives chief status synopses to IT Senior Administration and CIO.

As an individual from the Occurrence Supervisory crew, aids the creation and execution of cycle enhancements, explanation, vital endeavors, and activity plans connected with basic business processes or potentially client related prerequisites. Partakes in process assessment that outcome from new business execution, enormous framework, equipment, or programming changes, and other IT benefits that influence the episode the executives cycle.

To Fit the bill for This Position, You'll Need:

Required Instruction:

Single guy's OR

4 years work related work insight OR

Partner's and 2 years work related work insight

Required Work Insight:

6 years' experience including working with and driving gatherings to determine issues and accomplish results and working with both specialized and non-specialized Assist Work area or Call With focusing groups, Innovation Proprietors, Application regions, or potentially other help groups.

Required Abilities and Capacities:

Capacity to rapidly evaluate basic circumstances, settle on fitting choices, and drive goal.

Solid relational abilities.

Meticulous.

Demonstrated capacity to recognize asset needs and heighten useful, quality, and course of events issues properly.

Illustrated, great verbal and composed relational abilities, including the capacity to speak with all levels up to and including chief administration.

Solid decisive reasoning, critical thinking, and scientific abilities.

Illustrated, viable hierarchical and authority abilities in a group climate.

Required Programming and Apparatuses:

Microsoft Office. (Middle to cutting edge abilities, explicitly in Word, Succeed, Viewpoint)

We Would rather That You Have:

ServiceNow experience as we will be moving to that for our tagging framework soon.

Past BCBS experience.

How We Can Help You:

We grasp the worth of a different and comprehensive work environment and endeavor to be a business where representatives across all ranges approach and potential chance to foster their abilities, advance their professions and contribute their remarkable capacities to the development of our organization.

Our exhaustive advantages bundle incorporates:

401(k) retirement reserve funds plan with organization match

Financed wellbeing plans and free vision inclusion

Life coverage

Paid yearly leave – the more you work here, the more you procure

Nine paid occasions

On location cafeterias and wellness focuses in significant areas

Wellbeing programs and a solid way of life premium markdown

Educational cost help

Administration acknowledgment

What's in store Straightaway:

In the wake of presenting your application, our enrolling colleagues will survey your resume to guarantee that you meet the capabilities. This might incorporate a short phone interview or email correspondence with our selection representative to confirm continue particulars and compensation necessities.

The executives will direct meetings with the top applicants, with prioritization given to those competitors who exhibit the favored capabilities.

We partake in E-Confirm and follow the Compensation Straightforwardness Nondiscrimination Arrangement. We are an Equivalent Open door Boss.

A few states have required warnings. Here's

more data

## **Equivalent Business Opportunity Proclamation**

BlueCross BlueShield of South Carolina and our auxiliary organizations keep a proceeding with strategy of nondiscrimination in work to advance business open doors for people paying little mind to progress in years, race, variety, public beginning, sex, religion, veteran status, handicap, weight, sexual direction, orientation character, hereditary data or some other lawfully safeguarded status. Moreover, as a government project worker, the organization keeps up with Governmental policy regarding minorities in society projects to advance business valuable open doors for minorities, females, debilitated people and veterans. It is our strategy to give equivalent open doors in all periods of the business cycle and to consent to relevant government, state and neighborhood regulations and guidelines.

We are focused on working with and furnishing sensible facilities to people with physical and mental handicaps.

Assuming you really want unique help or a convenience while looking for business, with the idea of your solicitation. We will make an assurance with respect to your solicitation for sensible convenience dependent upon the situation.

## **Responsibilities**

Account Representative

## **Qualifications**

Bachelor Degree