

One of the nation's largest and most respected providers of hospital and healthcare services, Universal Health Services, Inc. has built an impressive record of achievement and performance. Growing steadily since its inception into an esteemed Fortune 500 corporation, annual revenues were \$11.4 billion in 2019. In 2020, UHS was again recognized as one of the World's Most Admired Companies by Fortune; ranked #281 on the Fortune 500; and in 2017, listed #275 in Forbes inaugural ranking of America's Top 500 Public Companies. Headquartered in King of Prussia, PA, UHS has 90,000 employees and through its subsidiaries operates 26 acute care hospitals, 328 behavioral health facilities, 42 outpatient facilities and ambulatory care access points, an insurance offering, a physician network and various related services located in 37 U.S. states, Washington, D.C., Puerto Rico and the United Kingdom.

The **UHS Corporate Human Resource Department** is hiring a **Benefits Analyst** to support Corporate Benefits through administration, data maintenance, and analysis required to operate the Company's benefit programs.

**Key Responsibilities include:**

- Management of UHS' Life & Disability Programs, including claim filing and general account management; administration of company-wide leave of absences, QMSCO filings, CMS data match and ACA medical direct bill process
- Maintains advanced working knowledge of HRIS system including report writing, audits and data analysis
- Manages escalated issues from the UHS Benefits Service Center
- Provides Benefit Data Administration during open enrollment and related acquisition activity

**Qualifications:**

*Bachelor's degree with 1 - 3 years' experience in HR and Benefits.*

- Strong understanding of ERISA and compliance laws governing employee benefits
- Excellent analytical skills required, including initiating and managing data audits. Must be detail oriented, self-starter and display excellent follow through skills. Must meet timelines and deadlines
- Strong communication and customer service skills. Timely and thorough communication aptitude when working with employees, other UHS departments and UHS' vendor partners
- Strong project and time management skills
- Advanced level proficiency with Microsoft Office products required

This opportunity provides a rewarding career, challenging and rewarding work environment as well as growth and development opportunities within UHS and its subsidiaries, including competitive compensation, excellent Medical, Dental, Vision and Prescription Drug Plan, and 401k with company match.

## **EEO Statement**

All UHS subsidiaries are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. UHS subsidiaries are equal opportunity employers and as such, openly support and fully commit to recruitment, selection, placement, promotion and compensation of individuals without regard to race, color, religion, age, sex (including pregnancy, gender identity, and sexual orientation), genetic information, national origin, disability status, protected veteran status or any other characteristic protected by federal, state or local laws.

We believe that diversity and inclusion among our teammates is critical to our success.

## **Notice**

At UHS and all subsidiaries, our Human Resources departments and recruiters are here to help prospective candidates with matching skillset and experience with the best possible career at UHS and our subsidiaries. We take pride in creating a highly efficient and best in class candidate experience. During the recruitment process, no recruiter or employee will request financial or personal information (Social Security Number, credit card or bank information, etc.) from you via email. The recruiters will not email you from a public webmail client like Hotmail, Gmail, Yahoo Mail etc. If you feel suspicious of a job posting or job-related email, let us know by contacting us at: <https://uhs.alertline.com> or 1-800-852-3449.

***Please apply online:***

***<https://jobs.uhsinc.com/corporate-hospitals-facilities-search-map/jobs/73303?lang=en-us>***