



## **JOB ANNOUNCEMENT**

**For Internal and External Candidates**

### **DOCUMENT PROCESSOR**

**Department: Corporate Communications**  
**Reports To: Sr VP of Corporate Communications and Provider Relations**  
**Closing Date: Open Until Filled**

This is a full-time non-exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

**SUMMARY:** Under the direction of the Sr VP of Corporate Communications, assists in production of written materials related to insurance contracts and member handbooks for publication by performing the following duties.

#### **PRIMARY RESPONSIBILITIES:**

- Assists in preparation of policies for filing with the Department of Insurance.
- Assists in production of member handbooks and contracts by inputting information and revisions as instructed, formatting final copy, and posting documents in HUB.
- Consults with department supervisor to evaluate individual project needs.
- Reads copy to detect errors in spelling, punctuation, and syntax.
- Assists in verifying facts, dates, and statistics.
- Confers with author regarding changes made to copy.
- Maintains all master contracts and files of selected corporate communications.
- Prioritizes, tracks, handles, and maintains records of the elements and time schedules of multiple projects.
- Assists Benefit Communications Committee by preparing agenda, scheduling room, etc., and attending BCC meetings.
- Records and prepares minutes for Healthcare Reform/Compliance Committee and Board Audit Committee.

#### **EDUCATION AND QUALIFICATIONS:**

- One year related experience and/or training.
- High school diploma or equivalent.
- Proficient with Adobe Professional and Microsoft Word and Excel.
- Experience with insurance policies and other plan documents preferred.

#### **APPLICATION PROCEDURE:**

Internal candidates submit an Application for Position Vacancy to Ann Green-Barton. External candidates submit resume to [agreen-barton@emihealth.com](mailto:agreen-barton@emihealth.com).

***Please Note: Current employees must have completed their 6-month Probationary Period before applying.***