



Benefit Plan Administrators, Inc.
Since 1954

Job Posting

Position: Jr. Benefit Specialist – Health
Department: Client Services
Hours: 8:00/8:30am-5:00/5:30pm

Duties Include:

- Performs advanced and complex, clerical duties requiring the use of independent judgment, analysis and detailed knowledge of company and/or department procedures related to work performed.
- Prepares customer correspondence.
- Functions in a call center environment.
- Provides timely and accurate entry and maintenance of member applications.
- Coordinating and processing documents, maintaining records, preparing or compiling reports, operating simple office machines and contacting vendors.
- Application of benefit plan rules to providing eligibility and enrollment services.
- Other duties as assigned

Minimum Required Qualifications:

- 2-4 years clerical experience.
- 2-4 years of customer service experience
- Knowledge of employee benefit plans and regulations.

Proven Skills Regarding:

- Proven Customer Service including phone skills.
- Proficient use of MS Word and Excel for Windows.
- Excellent Verbal, written, and telephone communication skills
- Detail oriented, Flexible, Team Player.
- Proficient at handling and prioritizing multiple tasks.
- Ability to work under general supervision.
- Demonstrated ability to type accurately.
- Teamwork and flexibility;
- Initiative taking;
- Contributing to a positive work environment;
- Strong work ethic and “ownership” of work;
- Attention to detail;
- Maintaining complicated records;

Benefits package for full-time employees includes:

Medical, Dental and Vision Insurance
Group Life Insurance
Pension Plan
401(k) Plan

Small enough to know you, big enough to serve you.

Pay Rate:

\$15.90 to \$17.81 per hour depending on qualifications and experience.

How to apply:

Qualified parties may submit a resume to hr@aibpa.com, or fax to HR at 503-228-0149. Please include reference # JRHCORP.

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