



# Example of Benefits Representative Job Description

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Our company is growing rapidly and is looking to fill the role of benefits representative. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for benefits representative

- Maintain a working knowledge of specific benefit programs, administration and processing as to service as a backup as the need arises
- Based upon diagnosis, estimated insurance coverage, and financial assistance, completes Patient Cost Estimate form
- Confirm C2WADT Workflow grid is cleared daily for all assigned facilities
- Coordinates and/or assists with corporate events such as the benefits seminars, 403(b) Education Meetings, job fairs
- SOME NIGHT AND WEEKEND HOURS WILL BE REQUIRED
- Develop manage and grow client and broker relationships for Brokerage business 30+ lives
- Collaborate with all internal support areas for successful implementation and ongoing account satisfaction for all accounts assigned
- Coordinate all services and aspects of account renewal including renewal rating strategy development and presentation to client
- Gather all carrier submission material and coordinate review and delivery of carrier contracts/policies
- Add ancillary services or other lines of coverage to assigned accounts in order to up-sell

## Qualifications for benefits representative

- Possess a valid Life, Accident and Health license
- Minimum five years of work experience in Group Benefits and/or account

- Benefits or service experience
- CEBS or CHRS certifications
- Minimum three (3) years experience with health insurance verification ability to work with patients in discussing/collecting account balances