

eXude Benefits Group



Part-Time Opportunity Enrollment Specialist

Are you looking to join a team committed to providing exceptional service to our customers? eXude Benefits offers rewarding work, a healthy mix of work & fun, and a great place to learn and grow.

eXude Benefits Group is a Philadelphia-based company with national alliances. We operate to serve both public and private organizations with the most creative, cost effective and service-oriented employee benefits programs, human resources consultation, and retirement plans available. We place programs nationwide and have clients throughout the country.

We have an immediate **part-time** opportunity for an **Enrollment Specialist**.

The Enrollment Specialist will use carrier technology to process all enrollments, terminations, and change requests from clients. This position will investigate and resolve client enrollment related question and problems and assist with reconciling outstanding billing/census issues.

The successful candidate will demonstrate the ability to perform work in a thorough manner with strong attention to detail and follow-up in an independent manner to exceed our client's expectations. The ability to effectively communicate both verbally and in writing with our clients and insurance providers in a professional manner is critical.

The part-time position is 25 hours per week. We would prefer 5 hours per day, 5 days a week in the morning; however we will consider other flexible scheduling options.

BA/BS degree in Human Resources, Risk Management, or other related field of study is preferred; Experience in a professional office environment with client/customer services duties is preferred. We offer rich health benefits options and competitive pay.

We are located at 2218 Race Street, Philadelphia, PA 19103.
For more information, visit our website at www.exudebenefits.com

If you are interested, please email your resume and salary requirements to
Email: gbockman@exudebenefits.com

Exude Benefits is an Equal Opportunity Employer