

JOB PROFILE

Health Benefits Administrator

General Description

We are hiring a self-motivated professional with a strong understanding of **group insurance/employer-sponsored** benefit programs. If you have the ability to interpret and follow industry and organizational policies and procedures, are proficient in Microsoft Office Suite (Excel, Word, etc.), and maintain a calm and professional demeanor, apply for this position. You are our ideal candidate if you are detail-oriented, and have strong organizational, problem solving, and prioritisation skills. This is a customer-centric position, which requires collaboration with your team and exceptional communication, customer service, and leadership skills.

You will play an integral role in building and maintaining strong relationships with our clients.

A post-secondary degree or diploma in a related area, or equivalent education, training and experience is preferred. We will prioritize applications from those working towards a GBC or LLQP with 3-5 years of insurance industry experience.

Core Competencies

Alignment with our Mission, Vision & Values

Our Mission - *Our purpose is to be an innovative provider of employee benefits to our clients, so that they can recruit, protect and retain their talented people. We strive to deliver market-leading solutions that strengthen the health, wellness and economic well-being of our clients.*

Our Vision - *We are dedicated to providing innovative employee benefits solutions and consistent, exceptional customer service. We recognize the uniqueness and value of our clients. We strive to deliver results with creativity, flexibility and integrity. As a passionate integrated team, we care for each other and our valued clients like family.*

Our Values - *Consistent, Loyal, Innovative, Efficient, Needs-focused, Team*

Objectives & Success Indicators

Consistency - *strive for and maintain excellence in client relations through outstanding communication, organizational and problem-solving skills*

Loyalty - *positively promote our organization through dedicated partnership with existing and prospective clients*

Innovation - *be a champion of positive change and flexibility in the work that you do; continuously look for innovative ways to improve client relations*

Efficiency - *apply the principles of personal responsibility and accountability to your work and set an example of excellence for colleagues and clients*

Needs - *focused- communicate and collaborate with colleagues and clients; offer mentorship, assistance and support in any way you can to ensure the highest level of service, community spirit and wellness*

Team - *demonstrate confidence and integrity in your dedication/ability to be accountable for decisions that have organizational impact*

To Apply

Please send a cover letter and résumé by email to careers@bccabenefits.ca.