



## **HEALTH & BENEFITS SUPPORT SPECIALIST**

### **Job Description**

RMC Group is looking for a Health & Benefits Support Specialist to join our team! Your primary responsibility will be to assist in the enrollment of new accounts and support with existing accounts. This person also provides prompt, efficient, high-quality service to designated accounts in support of Health & Benefit Consultant and Account Executive activities.

### **Responsibilities**

- Process changes to existing coverage, new policies, and/or wellness programs
- Retain client files and enrollment spreadsheets
- Maintain timely and thorough customer and carrier interactions to minimize the potential for errors & omissions claims
- Assist Health & Benefit Consultants and Account Executives with additional administrative duties as needed
- Help prepare rewrite applications at least 30 days prior to renewal
- Secure and submit all required renewal underwriting information
- Follow up on outstanding claims and aid in claims resolution as necessary
- Handles premium collection through form letters and request cancellation of policies and changes in enrollment when necessary

### **Qualifications**

- Confident, friendly, and outgoing personality who can thrive as part of a team
- Excellent organization and time management capabilities
- Ability to effectively communicate with colleagues and clients, both written and verbal
- Health & Life Agent License (2-15) required
- Bachelor's degree preferred, but not required
- 1+ years of health insurance account management experience with a multiline insurance agency
- Excellent PC skills including, but not limited to Microsoft Word, Excel, and PowerPoint
- Knowledge of HubSpot preferred, but not required

### **What We Offer at RMC**

- Medical, vision, and dental insurance
- Life and short/long term disability insurance
- Paid vacation and holidays
- Flextime work schedules
- 401(k) with company match
- Career advancement and development opportunities

### **Location**

Bonita Springs, FL or Remote



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### **About RMC Group**

RMC Group began as a life insurance agency and actuarial consulting company in Chicago, Illinois, in 1974. Since then, we have grown into an international conglomerate with offices throughout the United States, the United Kingdom, and Nevis.

A business cannot be successful unless it has provided for the mitigation of both foreseeable and unanticipated risks. This is where RMC steps in. Our mission is to be a world leader in risk management consulting. Our scope has expanded to all areas of risk management, insurance, and employee benefits.

Whatever you or your clients may need, RMC Group will be there to help become and remain your most trusted advisor.

For more information, visit our website at [rmcgp.com](http://rmcgp.com).