



Experience the Benefits of People

Benefits Administration Specialist TORONTO, ONTARIO

We are in the people business, dedicated to helping Canadian companies and their valued employees.

At People Corporation® we make a difference in the lives of more than one million Canadian employees and their families, by providing employee group benefits, wellness solutions, group retirement and pension solutions, and HR services.

We provide customized solutions to fit the unique needs of companies operating in different industries, employing people across multiple generations and with a broad range of demands.

As a publicly traded company with over 700 employees, we are one of the fastest growing companies in Canada and are dedicated to helping you succeed.

HOW TO APPLY

Interested applicants please forward your resume to careers@peoplecorporation.com. We thank each applicant for their interest and only those selected to move forward in our recruitment process will be contacted.

FOR ADDITIONAL INQUIRIES

Persons with disabilities who require accommodation in the application process or those needing an alternate format may email a request to careers@peoplecorporation.com or visit peoplecorporation.com.

We have an amazing opportunity for a energetic, results-driven individual with highly developed organization skills who values the importance of superior customer service and support to join our amazing and growing team.

The **Benefits Administration Specialist** will be responsible for providing administrative support in the day-to-day management of all new and existing group, individual and investment business for *JSL Inc.* and all new and existing individual business for *The Investment Guild*, as part of People Corporation Company.

KEY RESPONSIBILITIES

- Responsible for managing the application process for all new individual sales, dealing directly with Consultant, Insurance Carrier and Client.
- Assist in the processing of life insurance claims for individual clients
- Maintain all client files, ensuring organization and confidentiality of all documents as required for compliance purposes
- Assist the Practice Leader in the production of renewal reports, proposals and reports for group and/or individual clients, including the follow-up and collection of required information from Insurance and investment companies
- Analyze and interpret claims information in order to produce accurate quarterly experience reports for group clients
- Field inquires (calls/email) from clients and provide excellent customer service and support
- Escalate any potential issues related to existing or prospective clients that may negatively affect retention and/or sales
- Provide back-up administrative support, as necessary, to other individuals of the JSL Inc. and The Investment Guild teams

CORE QUALIFICATIONS

- University degree / college diploma and /or a minimum of 3 years experience in the benefits or insurance industry
- Solid computer skills, including Microsoft Office programs
- Excellent written and verbal communication skills
- Detail oriented with an ability to problem-solve
- A good team player with a proactive attitude
- Customer-service focused and the ability to maintain a positive attitude at all times when dealing with the client