

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 1 million Canadian employees and their families, by providing employee group benefits, wellness solutions, group retirement and pension solutions, and HR services.

Quite simply, 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 different demands.

As a publicly traded company with over 625 employees - we are one of the fastest growing companies in Canada and are dedicated to helping you succeed.



A New Opportunity!

People Corporation is growing and to support our evolving business we are adding another member to the HealthSource Plus® Team!

We have an exciting opportunity for an energetic, results-driven individual with highly developed organizational skills. Reporting to the Manager, Service and Operations and based in our Montreal, Quebec office, the Client Service Specialist role is responsible for providing superior customer service and support for the day-to-day management of all new and existing group business for HealthSource Plus. This role is a front-of-the line support position with responsibility for a variety of tasks including issue investigations and management of escalations.



Key Responsibilities

- Day-to-day management of client request, claim activities and the ongoing general administration and maintenance of the documentation regarding activities
- Interact with customers to provide information in response to inquiries about products and services
- Provide support to Account Executives, including the set-up of new groups, customer service and administration
- Assist clients with claims and on-line processing
- Enter enrollments, terminations, amendments, salary and status changes into internal systems
- Ensure necessary client tools are prepared and delivered prior to plan implementation
- Prepare and maintain booklets and client admin kits

Core Qualifications

- College or University Degree with two (s) years of experience in the group benefits industry
- Experience with benefit administration systems
- Excellent communication skills, both written and verbal, in both French & English
- Ability to multi-task and prioritize to meet client and internal needs
- Excellent problem solving and troubleshooting skills
- Client focused with an unwavering commitment for service excellence
- Competency with MS Outlook and Excel

Position Details

Located in Montreal, Quebec

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 www.peoplecorporation.com.