

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 a great place to work and we are looking for an enthusiastic and passionate individual to join our amazing Integrated Solutions team. Located in our convenient Cambridge office, the Client & Underwriting Service Specialist will provide exceptional support to the Account Executive team and the underwriting team.

The successful candidate will help to generate reports to communicate quarterly experience results, projected and actual renewal results, plan design and funding arrangement recommendations. The role is also responsible for preparing and developing presentation materials required for the on-going management of existing clients and the acquisition of prospective ones.

Key Responsibilities

- Preview, sort and organize information from insurance carriers, ensuring proper organization in client files
- Support regular audits of carrier data to ensure accuracy of reporting premiums and claims results, funding arrangements, plan design, etc..
- Complete experience charts and reports
- Track and store ASO statements and update charts
- Gather information to respond to service and/or benefit inquiries from plan sponsors, associate brokers, insurance carriers and/or internal team members
- Manage the lifecycle of the service agreements, tracking scheduled deliverables, ongoing workflow requirements and consulting styles

Core Qualifications

- College or University Degree with five (5) years of experience in the group benefits industry
- Experience with group underwriting, complimented by a solid understanding of various claims paying and administrative processes, underwriting practices and pricing models
- Strong mathematical and analytical skills
- Strong communication skills, both written and verbal
- Ability to multi-task and prioritize to meet client and internal needs

Position Details

Located in Cambridge, Ontario

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.