

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 700 employees - we are one of the fastest growing companies in Canada and are dedicated to helping you succeed.



New Opportunity

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

We have an exciting opportunity for an energetic, results-driven individual with highly developed organizational skills. Based in Waterloo, the Client Service Specialist role is responsible for servicing an assigned block of business in relation to on-boarding of new business, plan design, cost containment initiatives, reporting, client questions/concerns and service deliveries.

We are looking for an individual who is excited about being a part of a passionate team that wants the best for their clients!



Key Responsibilities

- Validate and manage member additions, terminations and updates ensuring contractual guidelines are met.
- Maintain a high level of knowledge on employee benefit legislation, administrative issues, plan rules and client specific procedures.
- Handle escalated client service issues.
- Prepare and present employee presentations as requested.
- Conduct client training/education sessions when required.
- Create communication material, including announcement letters for clients to communicate changes.
- Recognize opportunities for cost containment for clients and bring to their attention new industry initiatives and trends in a proactive manner.

Core Qualifications

- Post-secondary education with at least 3 years of industry knowledge and experience.
- GBA Designation, or working towards obtaining designation.
- Excellent interpersonal, oral, and written communication skills, complimented by strong multi- tasking and organizational skills.
- Exceptional customer service, follow up skills and the ability to meet deadlines.
- Excellent problem solving and trouble shooting skills.

Position Details

*Located in
Waterloo, ON*

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.