

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 HealthSource Plus team. Located in our Montreal, Quebec office, the Implementation Specialist will provide exceptional support to the client services and sales teams..

Reporting to the Manager, Service and Operations, the Implementation Specialist provides support to the sales consultants, the account managers, and the client servicing team to ensure client focused implementation support and relationship management is provided to external clients and internal consultants.



Key Responsibilities

- Lead, manage, implement and work collaboratively with team-mates and clients to support implementation new groups and the conversion of existing ones.
- Provide weekly updates to client service team and client during implementation process
- Build and maintain effective relationships with clients, benefits consultants/brokers & insurance carriers
- Initiates and/or implements corrective action as needed in order to ensure that an excellent standard of service and a high level of customer satisfaction are maintained
- Responsible for all Master Applications and contracts. Acquiring the material, completion of documents, signatures, and distribution of completed material

Core Qualifications

- College or University Degree with five (5) years of experience in the group benefits industry
- Experience with benefits administration systems
- Strong communication skills, both written and verbal, in both French and English
- Strong Microsoft Excel & Outlook skills
- Ability to multi-task and prioritize to meet client and internal needs
- Customer-service focused and the ability to maintain a positive attitude at all times when dealing with the client
- Strong analytical and problem solving skills

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.