

POSITION(S) AVAILABLE

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ACCOUNT ASSISTANT, EMPLOYEE BENEFITS

DATE POSTED

POSITION NAME ACCOUNTASSISTANT, EMPLOYEE BENEFITS

LOCATION Torrance CA

DESCRIPTION **Job Details & Responsibilities:**

- Assist Account Representative for day-to-day service for clients including claims, billing eligibility, and service issues
- Assist renewal process, enrollments, terminations, and COBRA
- Providing administrative support to Employee Benefit Manager and Account Representatives
- Preparing, formatting, and editing a range of documents
- Creating and interpreting a variety of reports
- Organizing market research
- Analyzing questionnaires and other forms of feedback
- Having clear understanding of carrier's product offerings and processes to maintain efficient workflow
- Follows broker policies and procedures including reviewing client policies, maintaining client files
- Ensures accuracy of the Broker's administration system, AMS360 in timely manner
- Assist implementation activities for new and existing clients
- Assists in completion and processing of applications
- Assist Account Representative schedules, prepares for and open enrollment meetings
- Collects forms/data/schedules for regulatory compliance
- General office duties
- Maintaining a marketing database
- Comfort with multi-tasking in a deadline-driven environment

Requirements:

- College Degree or equivalent experience
- 1-3 years' experience in office work and understanding of basic business.
- Experience in Agency Management systems
- Experience in Excel/Microsoft Office/PowerPoint/Microsoft Outlook
- Experience using computers for a variety of tasks
- Competency in Microsoft applications including Word, Excel, Outlook and aptitude to learn new system (Zywave)
- Effective written and verbal communication skills
- Experience with Adobe Creative Cloud (Adobe Photoshop, Adobe Premiere) a plus
- A high level of attention to detail
- Ability to work effectively within a team and independently

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Must be a team player willing to assist with projects and matters that arise.
- Must be responsible and productive both independently and with others.
- Must be creative, flexible, curious, and willing to try new things.
- Should be emotionally intelligent, forgiving, resilient, and solution oriented.

LANGUAGE

Need to be fluent in Japanese. Good English communication skill is also required.

OTHERS

Potential opportunity to participate in the new business production.

HOW TO APPLY

**Please e-mail us your resume (employment inquiry only):
redachr@redacinc.com**