



Benefits Support Specialist, Paradigm Group

This is an entry-level, full-time administrative position supporting the client service team for the employee benefits department of Paradigm Group. This position may be of interest to candidates with an interest in a career path in HR, benefits, or the group health insurance industry.

Essential functions include:

- Editing client communication pieces
- Coordinating client communication campaigns
- Assist with employee benefits enrollment meetings
- Updating client online enrollment sites
- Creating and maintaining bonus revenue tracking
- Entering data and producing employee benefit statements
- Creating the agenda for the monthly service team meeting (includes running the meeting)
- Creating/updating external and internal reports
- Working with sensitive data to manipulate into correct format (census data – excel)
- Printing and binding renewal presentations
- Updating data in our agency management system
- Obtaining reports from vendors
- Setting up webinars
- Tracking and updating staff member licensing

Qualifications and requirements for this position include:

- A degree in insurance, finance or other business -related field is preferred
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher and Adobe (InDesign a plus)
- Strong organizational skills
- Attention to detail in composing, writing and proofing
- Establishing priorities and meeting deadlines
- Strong interpersonal skills
- Flexibility to manage constantly-changing priorities
- Excellent written and spoken communication skills

Prior experience in an office environment is required for consideration.

Candidates should submit their resume with a cover letter to Heather Eshaghpour at heathereshaghpour@paradigmgroup.net

More information on our company can be found at www.paradigmgroup.net .