

Lawley

INSURANCE | EMPLOYEE BENEFITS

Employee Benefits Client Service Specialist – Cobra

Position Focus:

- Solely maintain COBRA compliance for all clients, including administration of their plans and members. In accordance with guidelines
- Maintain complete and accurate documentation and procedures on all related workflows
- Evaluate current and proposed systems and procedures, making recommendations for changes and efficiencies for implementation
- Manage Qualifying Event Notifications for participants on a weekly basis and monthly invoices from COBRA
- Assist in open enrollment activities as necessary
- Support all Lawley initiatives as requested, guided by company values, sales culture, business needs and scorecard

Successful candidates possess:

- Experience in COBRA administration is preferred
- Life Accident & Health License; or willingness to pursue in first 90 days
- Computers skills are a must; Including Word, Excel, Outlook & PowerPoint
- Incredible attention to detail and organizational skills
- Ability to work well independently and on a team
- Open to continuing education, college degree preferred
- Positive attitude, even in a fast paced environment
- A passion to make customers and coworkers feel important and valued
- Capability to work quickly and efficiently
- Methodical, yet swift decision making skills
- Precise verbal and written communication skills, even under time constraints

