



Job Title: Account Specialist

Job Location: Milwaukee, St. Paul, Louisville

Company Website: www.90degreebenefits.com

Company Summary:

90 Degree Benefits Inc. is a national full-service Third-Party Administrator (TPA) established in 1987, with offices in Minnesota, Wisconsin, Ohio, Arizona, and Kentucky. This position is available in our Milwaukee, St. Paul, or Louisville offices. The position is responsible for maintaining client relationships and overseeing account management of new and renewal business.

Essential Duties and Responsibilities:

- Provide assistance to the Account Executive positions
- Account management including claim research and resolution
- Daily communication with internal and external clients
- New group implementation concentrating on less complex products
- Coordinate internal tasks and set up external vendors
- Coordinate changes for renewal business
- Client liaison
- Problem solving
- Project implementation and completion

Qualifications:

The ideal candidate will have 2+ years of customer service experience in employee health/dental insurance with a third-party administrator or ASO experience with a fully insured carrier. Candidates should possess an associate degree (A. A.) or equivalent from two-year College or technical school or an equivalent combination of experience and education. Our successful Account Specialists have the ability to research, resolve and respond to inquiries, review and interpret documents and contracts, and work efficiently in a fast-paced environment with many demands. In addition, the ideal candidate will:

- Be proficient in Microsoft Office.
- Excel as an individual while contributing to the team.
- Have strong analytical problem-solving skills.
- Exert a high level of motivation and strong verbal and written communication skills.
- Build internal and external relationships.

Compensation:

90 Degree Benefits offers an attractive compensation plan that includes a competitive salary as well as a full range of flexible benefits.

Qualified candidates may submit their resumes to 90DBHR@kainsurance.com.

90 Degree Benefits, is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.