## **Enrollment Processor**

## **Reports To**

The Enrollment Processor reports to the President.

## **Job Overview**

The Enrollment Processor is an integral part of Nester Insurance in-office team, whose responsibility is to manage member enrollments for group insurance. The enrollment processor corresponds with various carriers to accurately update employees’ coverage additions, terminations, and modifications.

## **Responsibilities and Duties**

* Process employee/member additions, terminations, and modifications in carriers’ portals in a timely manner
* Track enrollments to completion
* Scan, label, and file documents electronically
* Obtain member ID cards from carriers
* Prepare individual insurance quotes
* Collect and reconcile carrier invoices on behalf of clients
* Perform other duties as assigned

## **Qualifications**

* Ability to work independently
* Strong Communication skills
* Data entry experience
* Able to work in multiple systems simultaneously
* Proficient in Microsoft Suite (Outlook, Excel, Word)
* Experience with CRM software or health insurance enrollments a plus

\*\*Background Check required\*\*