

We have an exciting opportunity for an optimistic and persistent self-starter.

THE PERSON | Ideally you have a minimum of 2 years work experience in a health insurance, medical or dental office. Familiarity with ICD-9 & ICD-10 and CPT coding along with a firm understanding of medical terminology is preferred. You will also have exceptional communication, administrative and organizational skills as well as be proficient in the Microsoft Suite of products.

THE ROLE | Reporting to the Technical Operations Manager, you will be responsible for providing a superior level of customer service to all medical clients, whether in person at the office or on the phone, ensuring clients' understanding and satisfaction of their medical insurance benefits. You will respond to client's questions about their medical benefits, facilitate resolutions to queries, verify benefit coverage, complete data entry and update status reports, work with head office on a monthly basis retention, create and manage Salesforce Renewal opportunities and provide renewal presentations as needed. In addition, you will provide other administrative and clerical duties to support the delivery of customer service. Excellent and innovative customer service delivery is important to us, critical to our strategic objective of business retention and growth and applies to all roles across the Group.

ABOUT US | A leading regional player in the retail insurance sector Coralisle Group Ltd., with more than 600 employees and offices in Bermuda and 19 Caribbean Islands, offers a complete range of premier financial and insurance services to our individual and corporate clients. We know that our products make a real difference to our clients and their families.

THE BENEFITS | We offer an attractive compensation package.

TO APPLY | Please apply by scanning the QR code below, or by visiting tinyurl.com/CGVacancies by no later than June 20, 2024.

