



Client Service Assistant for a BenefitDeck Consulting Ltd.

BenefitDeck Consulting, a health insurance consultancy with a growing portfolio of business clientele is looking to fill the position of Client Service Assistant.

This entry level position has the opportunity to take on increasing responsibilities and compensation within the organization.

Duties

- booking and confirming client appointments
- handling health benefits quotation requests
- preparing client proposal documentations
- client servicing: in person, telephone and email
- problem resolution for client inquiries
- assist in client meetings and trade show events

Job Requirements

- pleasant and profession service attitude on the phone and in person
- professional email etiquette
- quick learner
- familiar with Microsoft Excel, Word, Adobe
- must be able to work alone and get tasks done with minimal supervision
- answering phones - must have experience with customer service over the phone
- trustworthy/honest under minimal supervision
- can do attitude
- experience in employee benefits field an asset but not required

Job Details

- Ongoing training provided
- 35 hours/week
- access to vehicle is highly recommended – some driving required to get to client sites
- benefits plan after passing probationary period

How to apply:

Email cover letter and resume to: info@benefitdeck.com

We thank you all who apply, only qualified candidates will be contacted.

Application Deadline: June 12, 2013

- Office locations: Primarily in Richmond (Viking Way)
- Compensation: competitive total compensation package varying depending on experience
- Principals only. Recruiters, please do not contact this job poster.