

JOB OPENING IN FAIRFIELD NEW JERSEY

Job Summary:

Order Number: NJ0794120

Date Job Order Received: 06/09/2011

Number of Openings: 1

Company Name: The Stratford Financial Group

Job Title: Service and Marketing Consultant

Minimum Experience Required: 1.5 Years

Job Description:

Service and Marketing Consultant

Reports to: Vice President, Group Benefits Service

Responsibilities (Primary):

- **Receptionist:** Answer phone, assist customers or refer call. Distribute mail and faxes. Prepare outgoing mail and packages.
- **Office:** Order supplies and maintain inventories.
- **Enrollments & Terminations:** Review for completion and guidelines, submit to carrier and follow for completion. Contact customers for required information. Use on-line carrier portals.
- **Database:** Input customer information into database and review for accuracy
- Run new business and renewal quotes using HealthConnect and Carrier software. Market ancillary request for quotes with carriers. Understand and apply product logic.
- Develop EXCEL spreadsheet presentations using model spreadsheets.

Responsibilities (Secondary; Assist as Needed):

- **Claims and Billing Issues:** Initiate inquiry with carrier and follow with carrier and customer for resolution.
- Scrubbing new business and renewal submissions for complete data.
- Other responsibilities as required.

QUALIFIED CANDIDATES PLEASE CALL 973-890-8830 FOR APPOINTMENT.

Job Location:

271 Route 46 West

Suite G-206

Fairfield, New Jersey

Pay: \$22,000.00 Yearly

Benefits: No benefits mentioned

Hours Per Week: Not specified

Duration: Full Time, Over 150 Days

Work Days: Not specified

Shift: First (Day Shift)

Public Transportation: Information not provided

Minimum Education Required: GED

Driver Licenses, Including Endorsements: No Driver License requirements specified.

How to Apply: To apply, contact the employer by telephone...

Phone: Stampone, Dino (973) 890-8830