

EMPLOYEE BENEFITS ACCOUNT COORDINATOR

This is an OVD Bat Signal...specifically to attract an Account Coordinator within our Employee Benefits Department. As an Account Coordinator, you will work closely with our Account Managers while navigating multiple systems to provide OVD's trademark excellent service.

Responsibilities of this career opportunity include, but are not limited to:

- Support Account Managers in time sensitive day-to-day tasks such as benefit enrollments, terminations, and qualifying events across multiple vendor systems.
- Review/audit benefit invoices ensuring accuracy across carrier systems and internal databases.
- Decipher discrepancies between invoices and internal data and communicate actions needed for corrections.
- Produce and distribute timely compliance documents post-renewal.
- Maintain required data in the agency management system for employee enrollment management, policy tracking, and reporting.
- Assist in the creation of renewal documents.

Successful candidates must possess:

- High attention to detail, accuracy and speed are of utmost importance.
- Must possess the ability to plan and execute according to specific deadlines.
- Prioritization and organizational skills are required.
- Clear and effective communication/interpersonal skills.
- Proficiency in Microsoft Office (Excel, Word, Outlook).
- Technical adaptability to various systems and the ability to pivot within them.

What OVD has to offer:

- An opportunity to make an impact as an integral member of our hard-working, motivated, and rapidly growing OVD family.
- We offer an exceptional compensation and benefits package.
- Recognition and reward for your high performance and career growth potential.
- We are passionate about insurance and customer service, we hustle, continuously raise the bar, hold each other to the highest standard, and love to have fun.

If you are ambitious and eager to roll up your sleeves and get things done, let's connect.

Apply now!

Grand Rapids | Raleigh | Pittsburgh

616.454.0800 | 2780 44th St SW, Wyoming, MI 49519 | ovdinsurance.com
