



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Enrolment Processor

Job ID	DE-7A-92-7B-4B-C2	
Web Address	https://careers.indigenous.link/viewjob?jobname=DE-7A-92-7B-4B-C2	
Company	Canada Life	
Location	Regina, Montreal, Saskatchewan / Quebec	
Date Posted	From: 2024-04-18	To: 2024-10-15
Job	Type: Full-time	Category: Miscellaneous
Job Salary	\$39,300.00 - \$53,200.00 Annually	
Languages	Bilingualism (French And English) Is An Asset	

Description

The role of the Enrollment Processor is to establish and maintain employees' and their dependants' eligibility in an online environment.

What you will do

- Process and maintain employee/dependent certificate information for large Group customers in an online environment using multiple intake processes.
- Determine whether insurance applications meet contractual provisions and the employee's eligibility for various benefits according to the class & division structure.
- Analyze and investigate inquiries received from internal and external clients in order to complete a wide range of basic to advanced enrolment tasks.
- Identify employee and/or dependent applications which require additional approval; basing decisions on contractual & administrative provisions
- Calculate benefit amounts based on the employee's profile for accurate billing
- Investigate and resolve discrepancies identified from data integrity reports and making necessary adjustments to ensure accuracy
- Frequent communication via telephone, email and written correspondence with internal and external clients to provide excellent customer service
- Act as a business and technical resource for Enrolment issues, provide support for other business areas and participate in departmental and divisional projects
- Provide training, mentoring and support to peers as required
- Create and maintain enrolment procedures specific to client as required

What you will bring

- Strong keyboarding skills
- Proven ability to navigate and work within Outlook, Word, Excel and Access applications
- Proven customer service skills
- Ability to organize and manage changing workloads independently
- Excellent written and oral communication skills
- Proven analytical and problem-solving skills
- Ability to actively collaborate and effectively communicate in a team environment
- Proven ability to make independent decisions
- Previous insurance experience &/or post secondary education or equivalent
- Working knowledge of TOCS/TSO and EAS/BEN/PDD/Tandem &/or GroupNet is an asset

The base salary for this position is between \$39,300.00 - \$53,200.00 annually. This represents base salary only and does not represent other variable compensation components of our total compensation (i.e. annual bonus, commission etc). If you are selected to move forward in our recruitment process, your recruiter will be able to discuss additional details of our total rewards program with you.

For student opportunities only

For our student opportunities, the base salary will be dependent on the number of work terms you have completed along with other factors depending on your program.

How to Apply

Click "Apply Now"