



BACK OFFICE ADMINISTRATION SPECIALIST

Financial Services Industry

WHAT'S THIS ABOUT?

Our client is a leading provider of group insurance and group retirement solutions, dedicated to helping our clients secure their financial future. We are currently seeking a Back Office Administration Specialist to join their dynamic team.

In this pivotal role, you will oversee the efficient management of back-office operations and administration for their group insurance and retirement clients. Your meticulous attention to detail, exceptional communication skills, and collaborative spirit will be instrumental in delivering unparalleled service to their valued clients.

ABOUT YOU

- Detail-oriented and highly organized
- Proficient in Microsoft Excel and Word
- Strong interpersonal and communication skills
- Team player with a collaborative mindset
- Bilingual proficiency in a spoken and written communication

ABOUT US

- Competitive Salary: **\$50-60k**
- 3 weeks of paid vacation (+1 week at Christmas)
- Full paid group insurance benefits after 90 days
- 5 personal days/year
- Great location accessible by car and public transportation

IS IT YOU WE'RE LOOKING FOR?

Email Laurie Ann Hlusko-Freebern with the position in the subject line.

Attach your complete resume.