



EMPLOYEE BENEFITS ENROLLMENT SPECIALIST

We protect Relationships. Every promise we make – and we mean every single one – is made on the belief that understanding is essential, trust is earned, and execution is everything. But above all else, Relationships Matter.

Byars|Wright is “Where Relationships Matter”. We protect relationships - and that starts with our own. We are a family. We believe everyone needs a place to belong and someone to believe in them. While engaging employees and promoting a positive company culture, we also define a path that fuels the future and leads to success for each team member both professionally and personally. We challenge each other and are fierce competitors. In the end, **we WIN together.**

Our agency purpose is “**Build People, Protect Relationships.**” Living out that purpose includes identifying new team members. Our Relationship Development Center (RDC) relentlessly and proactively pursues our agency’s future talent, looking for those that will fit our culture and join the journey that is Byars|Wright. The RDC also leads the charge in training and positioning our employees to be successful.

At Byars|Wright you will gain a firm foundation of insurance and customer service knowledge by working closely with producers, mentors, and taking advantage of educational opportunities encouraged by our agency. Our leadership team takes an active role in your career growth by investing in your development with ongoing learning, coaching, and mentoring.

An EB Enrollment Specialist should be able to successfully build out cases on Employee Navigator, maintain those cases, and assess the eligibility of candidates for specific programs, make recommendations and maintain meticulous records. An outstanding candidate will demonstrate exceptional communication skills and have a high standard of accuracy. Below are a few other responsibilities of this role:

- Handling questions, issues and providing detailed information on requirements, processes, and policies.
- Collecting information and qualifying candidates for programs, services or courses.
- Ensuring that applications are completed correctly and that the required supporting materials have been provided.
- Entering, updating and reviewing data and records.
- Providing guidance and recommendations to applicants and prospective candidates.
- Corresponding with applicants and prospective candidates.
- Processing enrollments and dis-enrollments.
- Assisting with billing and payment processing.
- Conducting information sessions.
- Build out, maintain, and keep clients on Employee Navigator up to date through new builds and renewals

So - if you’re a dynamic thinker, detailed worker, and positive person with fervor for driving a top-notch customer experience and building exceptional, long lasting customer relationships, you may be a fit.

Contact Amee Donald at wherelationshipsmatter@byarswright.com