

COBRA Processor/Support in Portage

This position is responsible for the daily processing of COBRA notices (Qualifying Event and Initial Notice) and requires strong organizational skills, high attention detail and ability to meet daily deadlines. Minimal customer contact, most often by email. Supports other positions as necessary.

Position involves processing and maintaining confidential information. Candidate must be able to successfully complete local and state background checks.

Skills and abilities:

- While not required, the ideal candidate would have a basic knowledge of COBRA
- Strong critical thinking skills
- Ability to follow verbal instructions and written procedures
- Ability to maintain confidentiality
- Ability to work independently with repetitive tasks in a team environment
- Accurate data entry
- Proficient in Microsoft Office (Outlook & Word – basic and Excel – intermediate)

Hours – Monday to Friday from 8:30am-5pm