

Insurance Administrator (FULLY REMOTE)

OMNI OLM DOOEL is recruiting a full-time, remote Insurance Administrator to work from home for our client – a well-known Canadian insurance company that just started operating in the USA. We believe that you will be a great fit for the team if you have the right skills and motivation to be successful.

Work hours: USA working time (EST) – 15-23 or 16-24 in local Macedonian time.

About the position:

As an Insurance Administrator (or) Specialist, you will be the liaison between our client, insurance carriers, and contracted brokers. You will manage incoming inquiries, maintain regular communication with affiliated brokers, and ensure all aspects of licensing and contracting are fulfilled within company guidelines. We seek a dynamic individual who will thrive in a fast-paced environment and build strong relationships with our insurance carrier partners and advisors. You need to have strong time management skills, multi-tasking abilities, self-driven and customer service oriented.

KEY RESPONSIBILITIES:

- Ensure appropriate licensure for sales agents.
- Request license changes and renewals, and communicate needs with employees.
- Run regulatory reports via insurance databases.
- Process exclusion searches on employees and contractors on a monthly basis.
- Maintain the accuracy of the agent grid for all resident and non-resident state licensing with carrier appointments.
- Work with newly hired agents and carriers to ensure licensing appointments and certifications are on time.
- Resolve escalated issues arising from employee issues with all necessary departments and carriers.
- Review and handle responses for carrier concerns.
- Instruct employees on compliance, ongoing education, and licensing requirements.
- Develop and recommend process improvements for the compliance program.
- Perform regular reviews and audits to ensure compliance.
- Operate independently to ensure an efficient and smooth administration of licensure procedures.
- Perform other duties as assigned.

QUALIFICATIONS:

- 2+ year experience with licensing and compliance preferably in the life and/or healthcare insurance industry.
- Team-oriented with a collaborative working style.
- Working knowledge of best practices and industry standards regarding licensure laws, policies, and procedures.
- Excellent written and oral communication skills.
- Excellent attention to detail, analytical, organizational time, and project management skills.
- Ability to communicate effectively with internal and external customers about compliance and licensing needs.
- Ability to complete assignments within parameters of instructions given, and standard accepted practices.
- Proficient in Microsoft Office Suite or similar.
- Solid organizational and problem-solving skills.
- Excellent listening, interpersonal, written and oral communication skills.
- Effectively able to work independently and in a team environment.
- Strong attention to detail and accuracy.

RECRUITMENT PROCESS:

1. Email your most up-to-date CV in English to: andrijana@omniolm.com before 13.09.2024.
2. Send a voice introduction in English (maximum 2 minutes long) via WhatsApp voice message (the phone number will be emailed to you after we receive your CV).
3. Wait for an invitation to an interview or/and a job offer in your inbox (please check your Spam regularly).

WHAT WE OFFER:

- ✓ Monthly gross salary = **650 EUR – 750 EUR** as a freelancer*
- ✓ Paid training period and paid time off work.
- ✓ Full-time role – 40 working hours from Monday to Friday (no work on weekends).
- ✓ Work from anywhere as long as you have access to a PC/laptop and stable and fast Internet.
- ✓ Possibility for learning, professional growth, and building an international career.

**Please note that this is a gross salary. We kindly ask you to apply only if you are happy to work remotely as an independent contractor.* We are an equal employer and we welcome everyone matching the experience and skills to apply.

***NOTE:** Only the most suitable candidates will be contacted.