

Member Services Representative II

California's Valued Trust – Fresno, CA

Job description

California's Valued Trust (CVT) is currently seeking a dedicated, responsive, and conscientious individual to join our team as Member Services Representative II. The individual person should possess the ability to ensure that eligibility and plan information is accurate for assigned districts within a fast-paced environment.

Located in Fresno, California, CVT is a premier healthcare benefits administrator for statewide school districts, community colleges and county offices of education serving over 160,000 members. In addition to competitive salaries and challenging work assignments, CVT offers a comprehensive benefit package that includes medical, dental and vision, 401(k), life insurance, paid time off (vacation and sick), flexible work environment and a great place to work.

Summary of Job Description

Operates under the direction and supervision of the Operations Manager. Provide concierge level customer service to districts, union representatives and members. Performs duties involving the enrollment or termination of districts and subscribers. Understands and applies eligibility rules and policies of the Trust. Performs related duties as required. Starting salary range \$49,000 with increases depending on experience.

Summary of Qualifications

Minimum of four to six years of experience in insurance benefits, enrollment, and claims administration. Extensive knowledge of medical, prescription, dental, and vision insurance programs. Proficient in Microsoft Office products. excellent verbal communication skills, ability to be flexible, multi-task, maintain confidentiality and quickly adapt to rapidly changing needs and priorities. AA degree; applicable work experience may be considered in lieu of a degree.

Why Work for CVT?

- We foster a team-oriented culture intended to help develop our staff become key contributors to the growth and success of the organization
- Our fast-pace and stimulating work environment is ideal for those looking to problem solve and help contribute to supporting the needs of the members we serve

How to Apply

For a more detailed job description visit www.cvtrust.org/careers.

Job Type: Full-time

Salary: From \$49,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Fresno, CA 93720: Reliably commute or planning to relocate before starting work (Preferred)

Education:

- Associate (Preferred)

Work Location: One location