



## BENEFITS SPECIALIST

- DESCRIPTION:** The Benefits Specialist is a member of our Worksite Enrollment Team. Responsibilities include travel to employer locations and face-to-face, individual educational interviews with employees.
- REQUIREMENTS:** Applicants must have excellent communication and organizational skills, a positive, friendly attitude and basic computer skills. Must hold a current Life & Health insurance license (which may be obtained after interviewing for position.) Must be able to work a flexible schedule that may include some evening, early morning and/or weekend hours.
- TRAINING:** Extensive, on-going training in employee benefits and laptop enrollment systems is provided and required for all Benefits Specialists, regardless of experience.
- COMPENSATION:** Non-commission, per diem salary. Travel expenses and daily allowances are provided.

Please send **resume** and **a list of states in which you hold current insurance licenses** to:

[hr@benefitsservices.net](mailto:hr@benefitsservices.net)

OR

Supplemental Benefits Services, Inc.  
P.O. Box 927  
Mechanicsburg, PA 17055-8927  
ATTN: HR Department

Supplemental Benefits Services, Inc. is an Equal Opportunity Employer that encourages diversity in the workplace.