

Career Opportunity



StayWell Guam, Inc. is seeking a qualified Full-Time candidate to fill the position of

Account Service Representative

\$10.17 per hour

The primary responsibility of this position is to support the Sales Manager in onboarding new groups and servicing a portfolio of prospective, new and existing clients. The role is responsible for maintaining organized and accurate group files and CRM records; preparing renewal proposal documents, assisting with presentations; cultivating strong business relationships. The representative ensures that client interactions reflect StayWell mission, vision, and values.

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- A high school diploma or equivalent. College Degree preferred
- Minimum of one (1) year experience in office work
- Customer Service experience desirable
- Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook); and
- Computer literate (Windows).

Other Requirements:

- Valid driver's license
- Use of Personal Vehicle
- Health Insurance Sub-Agent License (hold a current license or obtain license within first three months of hire)

Interested applicants are encouraged to email your employment application **AND** resume to hr@staywellguam.com StayWell Insurance is an Equal Opportunity Employer.

staywellguam.com   