



Island Home Insurance  
Company

# CAREER OPPORTUNITY

**Island Home Insurance Company** is seeking a qualified  
Full-Time candidate to fill the position of

## **Contracts & Provider Relations Assistant**

**\$12.53 per hour**

The primary responsibility of this position is to assist in the coordination and maintenance of the organization's provider network contracting, credentialing, development, and maintenance tasks as well as the company's provider, government and community relation activities; acts as company liaison with various entities.

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 Bachelor's or Associates degree in Math, Statistics or related field or equivalent experience;
- Minimum of two (2) years' experience in health insurance is preferred;
- Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook); and
- Computer literate (Windows).

Interested applicants are encouraged to email your employment application **AND** resume to [hr@staywellguam.com](mailto:hr@staywellguam.com). IHIC is an Equal Opportunity Employer.

staywellguam.com

