

CAREER OPPORTUNITY



is seeking a qualified Full-Time candidate to fill the position of

ENROLLMENT PROCESSOR I

The primary responsibility of this position is to perform routine technical duties and administrative work in the medical and dental insurance programs.

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
- ✓ Minimum of one (1) year work experience in program enrollment and eligibility evaluation, clerical or customer service work
- ✓ Bookkeeping experience a plus
- ✓ Proficient in the use of Microsoft Office (Excel, Word, PowerPoint, Outlook)
- ✓ Computer literate (Windows)

Interested applicants are encouraged to apply in person at 520 Route 8 in Maite or email your employment application **AND** resume to hr@staywellguam.com on or before **Friday, May 10, 2019**. StayWell is an Equal Opportunity Employer.

www.staywellguam.com