

# Career Opportunity



**StayWell Guam, Inc.** 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 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:

- High school diploma or equivalent;
- Minimum of one (1) year experience in program enrollment and eligibility evaluation, office, clerical or customer service work;
- Bookkeeping experience a plus;
- 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) StayWell Insurance is an Equal Opportunity Employer.

[staywellguam.com](http://staywellguam.com)

