

Career Opportunity



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

Billing & Collection Officer – P&C

The primary responsibility of this position is to review customer accounts to ensure premiums are received and distributed in a timely manner as well as monitor overdue accounts and issue customer notices to bring accounts up to date.

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; and
- Minimum of one (1) year experience in Accounting or related field;
- Knowledgeable in the use of Mas90 and AS400 system 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 StayWell Insurance is an Equal Opportunity Employer.

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