

Career Opportunity



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

Property & Casualty Billing and Collections Officer

\$12.53 per hour

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 of professional experience in administrative support, financial services, Accounting, or related field.
- 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.

staywellguam.com

