



August 24, 2017

We have an opening in the Cincinnati office for an Established Business Specialist in the Sales & Established Business department. They will report to the Director, Established Business. This is a non-exempt position.

The overall scope for this position will be to provide support for the Established Business group of the Sales & Established Business Department.

Responsibilities will include (but not be limited to)

1. Prepare all renewal correspondence and distribute to appropriate agents.
2. Maintain comprehensive electronic records for all current clients.
3. Process group terminations, Schedule A requests, and child & payroll location additions.
4. Facilitate the sale and installation of the vision product for current dental clients.
5. Prepare and distribute Administrative kits for all products.
6. Prepare reports to determine network accessibility for current clients.
7. Generate and distribute utilization reporting for current clients.
8. Prepare and distribute enrollment packets for all products.
9. Serve as a point of contact for service related questions involving enrollment, billing and/or claims.
10. Assist in department and company initiatives.
11. Daily collaboration with other members of the Sales and Established business team, other DCPG departments, and external partners.
12. Support account manager in preparation for agency road shows, benefit fairs, presentations, etc., including materials, food ordering, etc.
13. Performs other duties as assigned.

The qualified candidate should have the following credentials

1. High school graduate or GED required.
2. Proficient with Microsoft Office software including Word, Excel, Power Point and Outlook.
3. One to three years of experience as an Administrative Assistant, preferably in an insurance environment.
4. Demonstrated excellent verbal and written communication skills.
5. Demonstrated ability to manage multiple projects simultaneously and meet deadlines.

This is a unique opportunity to contribute to the growth and development of an industry leader. The Dental Care Plus Group offers a great work environment, excellent benefits, and opportunity for professional and financial growth.

All interested candidates may submit a confidential letter and resume, specifying your experience, qualifications and salary requirements to Mr. Michael Waldman at 100 Crowne Point Place, Cincinnati OH 45241 or [jobs@dentalcareplus.com](mailto:jobs@dentalcareplus.com)