



Pierce Group Benefits is currently the largest provider of employee benefits consulting and administration in North Carolina's public sector. Our firm is a full-service employee benefits brokerage that builds comprehensive benefits packages for employers in North Carolina, South Carolina, and Virginia.

We are currently seeking a part-time **Service Specialist Admin** for our service center that thrives in a fast-paced environment with exceptional organizational, multi-tasking skills, customer service and phone skills.

As a Service Specialist Admin, you will assist the service specialists with enrollments, system tickets, and benefit questions.

Essential Duties Include:

- Responds to requests for information via email or phone calls
- Assists client employees with benefits enrollment process
- Inputs data into client management system
- Following company procedures concerning all essential duties and responsibilities
- Other duties as assigned

Requirements:

- Exceptional computer skills including Excel, Outlook, MS Word
- Exceptional customer service skills
- Detail and accuracy oriented
- Able to work with limited supervision

Preferred Background:

- High school degree or two-year Associates degree in business administration
- One-year related office assistant experience and/or training; or equivalent combination of education and experience
- NC Life and Health License a plus but not required

If you are interested in this position, please send your resume to jobs@piercegrouppenefits.com.