



Group Administration Coordinator

Cypress Benefit Administrators, a national company administering employee benefits for self-funded companies, is seeking an experienced Group Administration Coordinator, exceptional customer service skills and proven quality results, to join our Appleton, Wisconsin office. This position is responsible for ensuring that enrollment and eligibility records for our clients are maintained in a timely and accurate manner.

Qualifications: Prior Health Insurance experience in Group Eligibility and COBRA administration is desired. Demonstrated results in providing exceptional customer service, as our Group Administration Coordinators are the primary contact for our clients and their employees. Attention to detail with superior quality results. Strong interpersonal skills and ability to work in a fast-paced team environment. Ability to multi-task and meet deadlines. Must be able to work core business hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.