

## **Independent Contractor**

*A reputable U.S. based insurance company*

Location: Remote

Working Days and Hours: Monday until Friday from 3:30 p.m. until 12:30 a.m.

Major: degree in Business Administration, or any related field

Experience: 2-4 years of experience in customer service in an office environment

### Major Responsibilities:

- Assist account managers in coordinating all aspects of client activities
- Manage all claims inquiries and follow up
- Contact insurance carriers for acknowledgement, status and potential escalation for pending claims
- Assist account management team with enrolment & eligibility requests
- Assist with billing errors and provide necessary documentation for corrections
- Enter and update client policy information in a management system Epic
- Update and organize client files and records
- Help initiate employee benefit guides and help initiate the renewal and new business proposals

### Additional Requirements:

- Candidate must be based in Lebanon
- Contractors must provide their own reliable laptop and stable high-speed internet connection suitable for daily remote work

### Additional Details:

- Salary: \$1,100 USD per month, after 3 months monthly compensation increases to \$1,300 USD
- Medical benefits at no cost
- Annual paid time off/leave in accordance with the contractor agreement and company guidelines

### How to Apply:

Kindly send your CV or contact the Career Services Center, E-mail: [career.services@balamand.edu.lb](mailto:career.services@balamand.edu.lb),  
Ext. 7801; 7802