



2320 BRIGHTON-HENRIETTA TOWNLINE RD.
ROCHESTER, NY 14623-2782
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Job Description: Participant Services Representative

Location: Rochester, NY
Department: Participant Services
Reports to: Participant Services Supervisor

Essential Job Duties and Responsibilities

- Answer participant inquiries regarding various aspects of their plan.

Accountabilities

- Must be detail-oriented and have excellent communication and computer skills.
- Commitment to establishing a high level of participant satisfaction is a requirement as is dedication to Benefit Resource environment.

Knowledge, Skills and Abilities

- High school diploma or GED. Associate's degree preferred.
- One to three years related benefits or employee benefit administration experience required.
- A customer service background favored.

Benefit Resource, Inc. is an Equal Opportunity Employer and believes that diversity leads to strength.

