

WE ARE HIRING

ELIGIBILITY REPRESENTATIVE



For 37 years, through the use of innovative plan designs, superior customer service, and a high-quality network, AultCare strives to satisfy enrollees and clients with their healthcare options.

As an Eligibility Representative in the Member Services Department, you will encompass many roles and responsibilities to help our organization run smoothly.

JOB RESPONSIBILITIES

- Coordinate enrollment of groups and individuals, including maintaining additions, status changes, and terminations.
- Prepare and mail member communications including ID cards.
- Handle other functions such as COBRA and Coordination of Benefits (COB).

AULTCARE BENEFITS

- Full Benefits Package: Medical, Dental, Vision, Pharmacy, Short-term Disability, Life Insurance and other voluntary benefit programs including pet insurance.
- Generous Paid Time Off (PTO) policy, including separate sick reserve bank.
- Assistance with adoption and in-vitro fertilization.
- Colleague Wellness Program.
- On-site childcare facility.
- Remote Work Options.

APPLY TODAY

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