



Staff Benefits Management and Administrators is an Insurance Third Party Administrator of group benefits located in the Mission Valley neighborhood of San Diego, CA.

About Us

SBMA provides a complete solution for employers who want to provide affordable benefits to their workers. SBMA offers the most competitive limited medical benefits plans in the industry. ACA compliant solutions providing the coverage employees need at a price they can afford.

What We Are Looking For

Currently Seeking: Customer Service Representatives and Account Managers.

To sustain our consistent and stable growth, we are looking for experienced Insurance Customer Service Representatives and Account Managers to join our growing team!

Qualified candidates will possess the ability to pay attention to detail, self-motivation, outstanding customer service (verbal and written), learn and use new computer systems and software, and work well in collaborative environments.

Duties and Required Skills:

- Articulate, polite, and tactful communication style
- Proficient knowledge of Excel, Outlook, Microsoft Office
- Receive inbound calls and direct them to the appropriate party
- Give information and help to solve customer problems
- Verify coverage for providers
- Scan & email documents
- ID card requests.
- Daily office tasks such as Outlook Inbox management, etc.
- Effective time management and ability to multitask
- Enjoy working as part of a team
- Health and Life Insurance License Preferred
- 1-2 years of Insurance Experience Preferred
- 1-2 Years of Medical Benefits Related Experience Preferred
- Bilingual (not required, but a plus)

Job Type: Full-time, Monday-Friday

We offer a competitive compensation and benefits package.

How To Apply

For immediate consideration, please email your resume to Catherine White, SBMA Director of Employee Relations, at catherine@sbmamec.com.

www.sbmabenefits.com

2307 Fenton Pkwy # 107-126 | San Diego, CA | 92108