

Claims Administrator – Bilingual (English/Spanish) MSH INTERNATIONAL (Canada) Ltd.

About: MSH INTERNATIONAL (CANADA) LTD.

We are a leading worldwide provider of expatriate insurance solutions. We advise multinationals, international organizations and businesses in the setup of international benefit programs, providing related services with high added value. We cover the risk of health, life, disability, and emergency medical assistance for more than 330,000 insured members by the means of our four regional offices (Calgary, Paris, Dubai, and Shanghai); all sharing the same integrated information system. MSH INTERNATIONAL is committed to fostering a workplace that promotes diversity and inclusion. We are proud to have a multicultural team of more than 60 nationalities speaking over 40 different languages.

Position Overview

Our Calgary office is seeking an enthusiastic and highly motivated Claims Administrator to bring a high level of accuracy and a desire to produce work of the highest caliber to our team.

Key Responsibilities

- Administration of reimbursement for multi-language health insurance claims;
- Check eligibility of the insured members;
- Check premium status for individual clients;
- Verify eligibility of expenses as per policy requirements and guidelines;
- Accurately assign appropriate medical code corresponding to service received;
- Process claims diligently and accurately into the in-house computer system;
- Support the Customer Care team in replying to inquiries from clients regarding claims status and eligibility;
- Coordinate activities with different departments as required;
- Other administrative duties as assigned.

Required Skills

- Ability to manipulate data correctly in multiple programs and spreadsheets;
- Ability to communicate effectively and professionally in **English and Spanish** both verbal and written;
- Keen attention to detail;
- Ability to multitask and adapt to various situations;
- Strong organizational skills with strengths in prioritization and efficiencies;
- Analytical;
- Ability to work within a team environment and independently;
- Fast learner;
- Enthusiastic with a positive attitude;
- Fast and accurate data entry skills.

Qualifications

- 1-2 years relevant business experience;
- Previous insurance experience would be a definite asset;
- Intermediate knowledge of Microsoft Office applications, particularly excel;
- Knowledge of medical or dental terminology is a definite asset.

Benefits

MSH INTERNATIONAL recognizes the hard work and commitment of their employees and offers, in addition to a competitive salary, a comprehensive benefits package, including:

- Health & Drug Benefits
- EAP Benefits
- Life Insurance and Accidental Death & Dismemberment Benefits
- Short Term Disability Benefits
- Deferred Profit Sharing Plan
- Wellness/Health Facility Benefit
- Health Care Spending Account
- Paid sick days

Paid vacation and flex days MSH INTERNATIONAL also recognizes the importance of workplace & life balance, offering flexible working schedules.