

Customer Service Administrator Active Care Management (ACM)



ACM works with some of Canadian's largest insurers and prestigious brands and we are looking to complement our dedicated, goal-oriented team. We are seeking driven, career-minded individuals to fill several positions within our growing company. We offer a competitive salary and potential for growth. At ACM, *"It's About People"* and we invest in you by providing full training and opportunities for advancement.

Email us your cover letter and resume in either Microsoft Word or PDF format to hr@active-care.ca. Please quote the job title in the subject line.

Customer Service Administrator

You're an organizational rock star. You're a problem solver that knows how to send customers in the right direction. You like to sink your teeth into every project and love a challenge. Active Care Management, a division of Cypher Systems Group, is a global leader in travel medical assistance.

What you'll do:

- Handle incoming general customer service inquiries.
- Identify solutions to customers/facilities/providers issues or inquiries by providing accurate, reliable and complete information and educate caller on all services available.
- Correspond with providers and businesses resolving inquiries with professionalism and efficiency.
- Outbound communication with healthcare facilities/providers, clients, insurance providers and other stakeholders to collect information related to travel insurance claims.
- Appropriately handle, communicate and exchange sensitive and confidential information in a professional manner, adhering to both company customer service guidelines and legislated privacy standards.
- Provide emotional support to clients in need to assist them in coping with a difficult situation.
- Update case reserves/costs according to guidelines.
- Monitor incoming faxes and emails/texts and managing these according to guidelines.

Your skills and training:

- Experience working in a customer service environment, contact centre or medical, insurance/financial services.
- Basic computer skills (Windows, Outlook, Excel). Intermediate typing speed is required.



- In addition to being fully fluent in English (verbal and written), bilingualism is an asset (French and Spanish most preferred, but other languages also considered).
- Good understanding of world geography and current events.
- Must be willing and able to adapt to ongoing change and continuous learning.
- Excellent verbal and written communication skills.
- Strong interpersonal skills with a patient, calm and controlled disposition.
- Able to work various shifts and days of the week as required
- University degree or college diploma preferred, but not required.

Note: Only applicants selected for an interview will be contacted.

If you require assistance or accommodation during our recruitment process, please notify Human Resources so that we can review and consider how we may be able to assist you based on your individual needs.



CSG is a leading strategic oversight company responsible for an exciting and divergent group of companies. We are involved in a variety of industries including property casualty insurance, global medical assistance, claims and adjudication, software application development and service, as well as sports and real estate development.

