



## **IMPLEMENTATION COORDINATOR**

TPAC Underwriters is looking for an Implementation Coordinator to join our growing organization and assist our Implementation Team through the preparation and issuance of Applications and Contracts.

- ◆ This is a full-time position located in Blaine, Minnesota
- ◆ Remote work 2 days a week available after training period
- ◆ TPAC offers a competitive benefit package
- ◆

## **RESPONSIBILITIES**

- ✓ Coordinate activity in the Implementation In-Box (Outlook)
- ✓ Document case files
- ✓ Proof and countersign applications
- ✓ Populate Client sold case information
- ✓ Follow up for outstanding sold case documentation
- ✓ Coordinate, assign, and track internal tasks with Staff
- ✓ Create and Issue Contract Documents to TPA's
- ✓ Front Desk Receptionist Duties

## **EDUCATION and/or EXPERIENCE**

- ✓ Competency in Microsoft Office (Outlook, Excel, Word, OneNote, Access and Microsoft Teams)
- ✓ Excellent written and oral communication skills
- ✓ Very Detail Oriented and Excellent Organization Skills
- ✓ Ability to work independently and work collaboratively with a team
- ✓ Administrative/Office Experience preferred

**Anyone interested in learning more about this position should submit a resume to [HR@tpac.com](mailto:HR@tpac.com).**

## **About TPAC**

TPAC is a Managing General Underwriting firm located in Minneapolis, Minnesota. In business since 1991, TPAC's mission is to change the way healthcare is financed, disclosed and delivered, both in our community and across the country. We need people who value **honesty** and transparency; people who take **ownership** and responsibility of whatever they are doing. We seek individuals who value all people and interact with **humility** and **respect**; people who like to dig deep into issues, who are **curious** and who understand life is about more than work. If you believe in TPAC's mission and share our Core Values, then we would like to talk about how we can make a positive impact together.