



IMPLEMENTATION SPECIALIST

TPAC Underwriters is looking for an Implementation Specialist 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 our Blaine, MN office.
- ◆ Remote work 2 days a week available after training period.
- ◆ TPAC offers a competitive benefit package.

RESPONSIBILITIES

- ✓ Prepare and Issue Applications and Addendums
- ✓ Prepare Contract Policies
- ✓ Process Contract Termination Letters
- ✓ Plan Document Reviews (New and Restated)
- ✓ Calculation of Minimum Attachment Points
- ✓ Coordinate with Carrier for new Agent Appointments and updates to current appointments

EDUCATION and/or EXPERIENCE

- ✓ Bachelor's degree, or equivalent combination of education and experience
- ✓ One-year or more insurance and/or administration experience
- ✓ Competency in Microsoft Office (Outlook, Excel, Word, OneNote and Access)
- ✓ Excellent written and oral communication skills
- ✓ Detail Oriented
- ✓ Excellent Organizational Skills
- ✓ Ability to work independently and work collaboratively with a team

Anyone interested in learning more about this position should submit a resume to 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.