

INSURANCE COORDINATOR

The Lake County Commissioners are accepting resumes for the position of Insurance Coordinator for The Board of Lake County Commissioners. The coordinator is responsible for coordinating health, life, general liability and auto insurance for the Lake County Government offices. Successful candidate will have recent experience in working with large employee groups in enrollment and maintenance of various types of insurance plans. Must be well versed and knowledgeable of employee health insurance benefit programs. Organizational skills along with attention to detail in maintaining records with experience in HIPPA requirements a must. The successful candidate must exhibit strong communication skills, both written and verbal; previous work experience or college education in areas of benefits administration and employee relations preferred. Salary determination will be based on experience and qualifications. Candidates may send resumes to the Lake County Commissioners' Office, Attn. William A. Margalis, 105 Main St., Painesville, Ohio 44077, by July 31, 2013.

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.