

Member Service Representative - PREP Team

Main duties:

- Calculate and approve refunds
- Calculate Preliminary Estimated Payments (PEPs)
- Work retirement and refund edits
- Calculate and prepare cost estimates of service credit purchases
- Customer service
- Miscellaneous duties as assigned

Desirable Credentials and Qualifications:

- Bachelor's degree in related field, or associate's degree and at least one year of customer service experience, or high school diploma with three years of customer service related experience
- Detail oriented
- Mathematical background
- Strong organizational skills

Benefits:

- Insurance benefits, including medical, vision and dental
- Participation in SURS retirement plan
- Paid vacation, sick leave and 11 paid holidays
- Business casual attire

Apply for this Position

Applicants should submit a completed [SURS application](#) ^[1], current resume, and a dated cover letter to MSRCareers@surs.org ^[2]. This position is subject to a background check as terms of hire.

SURS is an Equal Opportunity Employer.

tags:

[Jobs](#) ^[3]

Source URL: <https://ww.surs.org/jobs/012720/member-service-representative-prep-team>

Links

[1] <https://ww.surs.org/sites/default/files/pdfsx/EmploymentApplication.pdf>

[2] <mailto:msrcareers@surs.org>

[3] <https://ww.surs.org/tags/jobs>