



## Cosmo Insurance Agency Virtual Hiring Event

**Now Hiring for: Receptionist and Benefit Account Customer Service Representatives**

**Thursday, February 19, 2026**

From 11:00 am to 12:00 pm

**About The Employer:** Cosmo Insurance Agency excels in providing cost-effective benefits and compliance solutions, saving customers time and money while fulfilling their comprehensive coverage needs. We are in Lakewood, NJ.

### **Job Opportunities:**

**Receptionist** Salary: \$16.50 - \$18.50 per hour. 1 Year experience in customer service preferred.

**Benefit Account Customer Service Representative(s)** Salary: \$18.00 - \$20.00 per hour.

### **Responsibilities**

- Administer employee benefits programs including health, dental, vision & life Insurance
- Ensure compliance with federal and state regulations regarding employee benefits.
- Manage HRIS systems for accurate tracking of employee benefits data.

### **Requirements**

- Proven experience as a Benefits Administrator or similar role in HR.
- Strong knowledge of HRIS systems; experience with Dayforce, PeopleSoft or UltiPro preferred.
- Outstanding communication skills for effective interaction with employees and management.

**Use Link Below to Register or Scan QR Code:**

<https://forms.office.com/g/why2XY6DZ7>

