

Who we are:

Henriott Group, Inc. is committed to our mission to “providing our clients customized, innovative and cost-effective products and services to reduce risk”. We do this through open conversations with our clients to understand what is working, what needs adjusted and what is missing. Then, and only then, are we able to offer a solution to improve the position of those who wish to work with us. Our solutions range from, but are not limited to, insurance products, human resource services, health and wellness and risk management.

Objectives:

We are seeking exceptional individuals who possess a high degree of employee benefits product knowledge and technical expertise. As a Senior Account Executive, you will be part of a team that provides group benefit advice to Henriott clients. This position works closely with Business Advisors throughout the sale and implementation process and is a key member of the ongoing client care team. The position involves frequent client contact and requires exceptional knowledge of employee benefits, governing legislation, issues, and practices.

Broad responsibilities in this role include, but are not limited to:

- Services designated book of health & welfare business as relating to client service, marketing, vendor management, project management, claims and administration.
- Effectively manage service/project plan timeline for each client as developed by the account executive.
- Support account executive in the scheduling and preparation of client meetings
- Request and manage receipt of all renewals from carriers.
- Draft “Line of Coverage and Revenue Summary” for account executives.
- Manage carrier/vendor responses to questions during bid solicitation.
- Ensure all necessary contracts/documents are executed in a timely fashion.
- Review SPD, certificates, policies, and contracts for accuracy.
- Initiate and manage all administration activity related to implementing a new carrier (i.e., contract reviews, implementation meetings/calls, carrier introductions, etc).
- Preparation of RFPs, annual compliance calendar for clients, routine claim summary/aggregate reports, initial claim projections (when appropriate) and employee communication material (enrollment guides, annual enrollment meeting presentations, CEO letters, etc)
- Ensure internal compliance issues are addressed, including (but not limited to): compensation disclosure; service agreements; broker of record letters; business associate agreements.

REQUIREMENTS:

- Experience in marketing and servicing the employee benefit programs.



- Strong PC skills, including Excel, PowerPoint, Word, and MS Outlook
- Excellent communication and administrative skills
- Strong attention to detail, organization, multi-tasking, assigning priority and time management abilities.
- Appropriate industry experience, or experience in similar field, 3+ years
- Strong desire to increase knowledge and expertise.
- Problem solver
- High degree of professionalism and integrity
- Ability to work with all levels and disciplines within a client's organization.
- Ability to partner with others to deliver project objectives.
- Ability to travel as needed.
- Willing to attend company, department and team meetings as required, including industry training sessions.

DIFFICULTY OF WORK:

The Senior Account Executive exercises independent judgment in interpreting standard operating procedures, general guidelines, instructions, and rules to adapt to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems. Senior Account Executive must perform individually and use sound judgment in interpreting relevant laws as they are applied.

PERSONAL WORK RELATIONSHIPS:

The Senior Account Executive will collaborate with co-workers, job applicants, insurance vendors, benefit groups, employees, elected officials, and department heads, to counsel and settle disputes, and works closely with supervisors and department heads in maintaining the personnel functions of the Company.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The Senior Account Executive performs majority of duties in a standard office environment, involving sitting/walking at will. standing/walking at will, sitting for longer periods, pushing/pulling objects, lifting/carrying objects weighing up to 20 pounds, bending, reaching, crouching/kneeling. keyboarding, close vision, far vision, depth perception, hearing sounds/communication, speaking clearly, and handling/grasping objects.

The Senior Account Executive occasionally works extended hours and/or evenings and will occasionally travel. The Senior Account Executive must maintain a valid driver's license as well as personal auto insurance.

If successful, you will...

Work with and become a part of a talented, collaborative team who make it their mission to bring *"certainty in an uncertain world"*.

