



**Job Title:** Account Executive – Group Benefits  
**Department:** Employee Benefits Department  
**Reports to:** VP Employee Benefits

**Position Purpose:**

This is a customer service position working with our group benefit clients. This position works closely with Sales Consultants throughout the sales and implementation process and becomes the main point of contact post-sale. Involves frequent client contact and a working knowledge of employee benefits, governing legislation, issues and practices.

**Essential Duties and Responsibilities:**

1. Develop solid relationships with clients
2. Assist Sales Consultant's in quoting and implementation of new business
3. Analyze carrier proposals and negotiate competitive program for renewal and new business
4. Spreadsheet recommended plan designs and rates
5. Compile cost data for company reflecting employer and employee projected cost
6. Present cost and coverage options to the client and make recommendations
7. Assist with open enrollment group meetings for clients, as necessary or deemed by client size
8. Initiate and follow-up with clients to sell additional benefits or resolve problems, answer questions, provide correspondence and reports, etc.
9. Assist with communicating and educating clients about Health Care Reform.
10. Maintain and foster good working relationship with insurance carriers and vendors
11. Attend industry seminars and educational opportunities to stay current on the latest developments, trends and regulations in the market place

**Requirements:**

1. Problem solver who is self-motivated and works extremely well with people of all levels
2. Demonstrated ability to manage multiple projects
3. Excellent oral and presentation communication skills
4. Highly developed interpersonal skills
5. Strong PC skills, including Excel, PowerPoint and MS Outlook

**Education and Work Experience:**

1. Bachelor's degree
2. 5+ years experience in Human Resources, Insurance, or Account Management
3. Any appropriate combination of education and experience

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.