



ACCOUNT EXECUTIVE

Account Executives are responsible for all facets of account management for an assigned portfolio of accounts. They are critical liaisons between the client, internal departments, insurance carriers, and other client vendors. The position provides a competitive annual salary, a comprehensive benefits package, and a positive, supportive work environment.

Duties:

- Develop and maintain strategic alliances with client base.
- Interact with clients to assure all needs are addressed in a timely manner.
- Manage the annual renewal process.
- Act as liaison between assigned clients, insurance carriers, and other third party vendors.
- Identify & execute marketing opportunities along with the Benefit Consultant to round out business.
- Facilitate internal meetings with the Benefit Consultant, Underwriter and Call Center Staff for effective Account Management on behalf of the client.
- Short-term and Long-term strategic planning with Benefit Consultant and Underwriter.
- QA marketing spreadsheets and prepare recommendations for client presentation
- Complete Employer Applications and facilitate all managements of implementation with the insurance carrier(s).
- Manage client meeting scheduling, planning and facilitation along with the Benefit Consultant
- Draft employee education materials for open enrollment and other benefits topics.
- Deliver presentations to clients and employee groups
- Review Plan Documents for accuracy and compliance.
- Review Employer Contracts and Benefit Booklets for accuracy.
- Facilitate resolution of employee claims and other customer service questions and issues through the Employee Benefit Call Center, with client representatives and vendors.
- Database information management for accurate reporting, commission tracking and call center reference.
- Keeping abreast of market conditions and developments
- understand and maintain a good working knowledge of the rules and compliance regulations affecting employee benefits and educate the client of the regulatory framework

Qualifications:

- 2-5 years of experience in insurance account management or similar role
- Bachelor's Degree
- NJ Health and Life Insurance license preferred.
- Solid PC proficiency (MS Word, Publisher, Excel, Outlook, Power Point and Internet)
- Reliability and promptness
- Exemplary communication skills, oral and written
- Excellent listening and time management skills
- Ability to solve problems and make decisions
- Professional phone manner
- Knowledge of all group insurance lines of coverage and funding arrangements
- A positive, can-do attitude
- Ability to function as part of a team
- Attention to detail
- Willingness to work a flexible schedule during peak times when client need demands
- Ability to travel when necessary
- Ability to multi-task and prioritize
- Knowledge of CRM Database a plus

Salary Range: \$35,000 to \$75,000 based on education and experience