

Group Benefits Account Manager

Sapers & Wallack, for over 80 years a leading independent, full-service financial and insurance advisory firm, with a positive and client centered culture, is seeking to expand its staff with a Group Benefits Account Manager. We're looking for a motivated, organized, sales-oriented individual to provide client management, service and sales support. The ideal candidate must be a self starting, goal-oriented individual who is capable of working on his or her own with limited supervision and the ability to recognize and meet critical deadlines. This individual must also have the ability to work collectively with other members of the agency as a team player.

The ideal candidate should have a minimum of five years' experience in the group medical insurance market and be able to interact effectively with HR Managers and CFO's. Good problem-solving and project management skills are required as well as the ability to manage high stress situations.

Key responsibilities of this position include:

- Provide a high level of quality service, professionalism and commitment to a group of clients and act as liaison between the client and service providers
- Review contracts, documents and deliverables for completeness and accuracy
- Prepare marketing proposals and administer/implement new client installations and renewals
- Collect, analyze, and interpret health care claims and utilization data from vendors/ insurance carriers for reporting to the client, including cost projections and evaluation of renewals
- Coordinate the Request For Proposal (RFP) process on behalf of a client, including collecting and analyzing responses from insurance carriers
- Interface with internal and external contacts in an informed and proactive manner.
- The expectation of pursuing CEBS or CLU designations

Requirements:

- Bachelor's degree in business or a related discipline
- 3-5+ years' experience in the group medical insurance market
- Be comfortable requesting referrals for new business from existing clients and participate in networking events to develop new business leads

- Robust communication skills and the ability to express ideas effectively orally and in writing including the ability to draft, proof, and construct professional documents and correspondence using contemporary business standards
- Strong analytical, mathematical, writing and editing skills with the ability to analyze data, interpret findings and effectively communicate (in both oral and written forms) across multiple levels and audiences
- Flexibility to adapt to a dynamic, fast-paced, team environment including the ability to multi-task and manage multiple projects at the same time and adaptability to changing priorities to meet demands of the business
- Proficiency in Excel and other Microsoft Office products including Word, Outlook and PowerPoint
- Current Life & Health MA broker license. If not already licensed this requirement must be successfully fulfilled within the first 6 months of employment

Contact Information:

Contact Name: Stephen Schoen

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Website: <http://www.sapers-wallack.com>

To Apply:

Please email a cover letter and resume to Stephen Schoen.