

Account Executive Assistant

Pierce Group Benefits (PGB) is currently one of the largest regional providers of employee benefits consulting and administration in the mid-Atlantic region Public Sector markets. Our firm is a full service employee benefits brokerage that designs and communicates comprehensive benefits packages for large employers and serve 170 clients with approximately 160,000 employees. We are currently presenting an outstanding remote opportunity for the right individual to use his/her abilities that can lead to individual growth and an outstanding career.

We are looking for an individual who possesses an outstanding skill set that will support an Account Executive with clients in the South Carolina area. The Account Executive Assistant must be able to work independently and manage his/her duties with minimal oversight from the Account Executive. The ability to manage time and tasks, exceptional organizational skills, and the ability to communicate clearly are minimum requirements.

There is growth potential in this position with the possibility of transition from an Account Executive Assistant to an Account Executive. This position involves some travel in SC and NC.

If you are detail-oriented, organized, and have strong MS Office skills with a desire to work for a company that cares about its employees and clients, this may be the job for you! Pierce Group Benefits provides many benefits including health, dental, vision, short and long term disability and life insurance as well as paid time off, paid holidays, and 401(k) retirement accounts. Salary Range: \$38,000-\$44,000.

Please send cover letter and resume along with salary requirement for consideration to jobs@piercergroupbenefits.com.