

***Are you looking for a position that involves some travel within NC and VA, performs a wide range of office duties associated with planning and coordinating benefits enrollments and includes potential for growth? If so, this could be the opportunity for you.***

**Pierce Group Benefits (PGB)** is currently one of the largest regional providers of employee benefits consulting and administration in both Virginia and North Carolina Public Sector markets. Our firm is a full service employee benefits brokerage that designs and communicates comprehensive benefits packages for large employers. We are currently presenting an outstanding opportunity for the right individual to use his/her business abilities in a nurturing environment 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 in our Holly Springs, NC office. Our selected Account Executive Assistant will perform a wide range of office duties associated with planning and coordinating benefits enrollments. They 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 VA 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, 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](mailto:jobs@piercergroupbenefits.com).