

Account Executive

Are you looking for a position that involves some travel within NC and VA, performing 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 the North Carolina and Virginia Public Sector markets. We are a full-service employee benefits brokerage firm that designs and communicates comprehensive benefit packages for large employers.

We are currently searching for a self-motivated and customer-oriented individual with excellent communication and multi-tasking skills to join our staff as an Account Executive.

The Account Executive's responsibilities include, but are not limited to:

- Provide sales support and service to existing client base throughout NC and Virginia
- Confirm benefits to be communicated to clients
- Prepare/obtain employee enrollment materials
- Organize the enrollment team and supervise the process
- Communicate with insurance companies regularly to find products for the customer
- Act as liaison between client and insurance companies to resolve service issues
- Resolve billing, claim, eligibility, and other service issues
- Place new products within accounts

Requirements:

- Working knowledge of Microsoft Office Suite
- Familiarity with insurance products and terminology in regard to employee benefits
- Manage time and tasks with exceptional organizational skills
- Ability to communicate clearly
- Life and Health Insurance License or willingness to obtain license
- Travel required

If you have the desire to work for a company that cares about its employees and clients, 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.

If you are interested in this position, please send resume along with cover letter to jobs@piercergroupbenefits.com.