

Are you looking for a position that involves some travel within NC, VA, and SC 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.

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

- Provide support and service to our Account Executives
- Variety of office duties associated with planning and coordinating benefits enrollments
- Work independently manage his/her duties with minimal oversight from the Account Executive.
- Other duties as assigned

Requirements:

- Working knowledge of Microsoft Office Suite
- Familiarity with insurance products and terminology in regards 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
- Some travel required in VA, NC, and SC

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.

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