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**Pierce Group Benefits** is currently the largest provider of employee benefits consulting and administration in North Carolina's public sector. Our firm is a full-service employee benefits brokerage that builds comprehensive benefits packages for employers in North Carolina, South Carolina, and Virginia.

We are currently seeking a **Manager** for our Benefit Analyst team, someone that is a proactive professional, with excellent managerial skills, thrives in a fast-paced environment with an entrepreneurial spirit. PGB wants a growth-oriented professional who aspires for efficiency while evaluating, planning, and executing on automation of the benefit analyst group to ensure that the organization is positioned for future growth.

As the **Benefit Analyst Manager**, you will manage all activities related to the analyst operations performing the following duties personally or through subordinate analysts. The Manager will provide support to Sales and Operations for existing and prospective clients by monitoring and analyzing new benefit trends and their implications. You will make recommendations based on analysis to clients and co-workers, and provide technical expertise related to financial or program analysis by performing the following duties.

**Essential Duties Include:**

- Analyzing medical benefit plan characteristics for new business and renewal customers
- Analyzing group risk and projecting future claims utilizing established underwriting criteria and policies to apply proper rating methodologies
- Pricing standard and custom benefit plans
- Negotiating rates and plan options to optimize cost-competitive medical benefit plans
- Running core product quotes, obtaining, and summarizing plan data from carriers; negotiating discounts and rate guarantees
- Completing renewal plan and cost summary exhibits for all products
- Reviewing claim reports and preparing executive summaries and renewal forecasting
- Developing Excel spreadsheet for projects and processes including, but not limited to, renewal forecasting
- Preparing sales summary recommendations
- Cultivating insurance carrier relationships
- Preparing, distributing, and following up on carrier marketing and evaluating their proposals
- Ordering benefit summaries and verifying accuracy of sold plans
- Following company procedures concerning all essential duties and responsibilities
- Other duties as assigned

**Supervisory Responsibilities**

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Requirements:**

- Exceptional analytical and math skills



- Goal-driven, organized, multi-tasker
- Valid insurance license.
- Tech savvy: ability to learn multiple systems. Advanced skills in Microsoft Office products
- Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to calculate figures and amounts such as discounts, interest, and commissions.
- Able to travel

**Preferred Background:**

- Bachelor's degree (B. A.) from four-year College or university; or more than six years related experience and/or training; or equivalent combination of education and experience.
- 3+ years of group health insurance experience as a Benefits Analyst, for an insurance-related company
- NC Life and Health License required

If you are interested in this position, please send your resume to [jobs@piercegroupprofits.com](mailto:jobs@piercegroupprofits.com).