



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. As our company continues to grow at a rapid pace, so do the opportunities for our current and future employees to learn and mentor with top leadership for continued professional and personal development. Additionally, you can count on excellent benefits, a comprehensive PTO plan & floating holidays, uncapped career growth, and the best people in the industry.

Title: Account Executive Assistant

Job Summary: We are seeking an individual who is self-motivated, possesses a strong work ethic, organizational skills, and willingness to partner with our Account Executive team.

Essential Functions and Responsibilities: The main responsibilities of an Account Executive Assistant are to provide support and service to our AE team.

- Variety of office duties associated with planning and coordinating benefit enrollments.
- Demonstrating good judgment in solving problems as well as identifying problems in advance, and proposing solutions
- Work independently, manage his/her duties with minimal oversight from the Account Executive.
- Ensuring prompt and consistent delivery including closed-loop communications with all internal/external parties
- Other duties as assigned

Essential Skills and Qualifications:

- Proficiency with computers and Microsoft Office 365 Suite
- Excellent organizational skills
- Ability to self-motivate and self-manage
- Excellent communication and critical thinking skills
- Strong work ethic and enthusiasm for new challenges
- Must possess or be able to secure a Life and Health License

Competitive compensation and benefits included