



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 **Benefits Analyst** that thrives in a fast-paced environment with exceptional organizational and Excel skills.

As a **Benefits Analyst**, you 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
- Completing special projects as assigned
- Following company procedures concerning all essential duties and responsibilities

Requirements:

- Exceptional computer skills including **Excel**, Outlook, MS Word
- Exceptional analytical and math skills
- Detail and accuracy oriented
- Exceptional proofreading proficiency
- Goal-driven, organized, multi-tasker
- Able to work with limited supervision
- Able to travel

Preferred Background:

- 3+ years of group health insurance experience as a Benefits Analyst, Broker Assistant, or Account Executive for an insurance-related company
- CLAROS experience
- NC Life and Health License a plus but not required



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