

Account Executive

Mission of the Role:

This role is to support corporate sales and marketing efforts for prospective and existing clients and broker. The Account Executive is responsible for pre- and post-sale group installations and activities, open enrollment meetings, select client meetings, as well as actively participating in the renewal process. The AE must maintain a highly organized work environment; this includes working within the established service standards to provide an efficient/productive workflow and helping to improve, develop, document and implement sales and marketing procedures.

Description of Education and/or Certification requirements for this position

College degree preferred. In absence of degree, 5 years plus business experience, preferably in customer service or sales support. Minimum of 3 years in the Insurance Industry with some exposure to the self-funded concept. Prefer licensed individual in Accident/Health/Life and Annuities, continuing to seek additional designations. If individual is not licensed, someone with aspiration or progress towards licensing or designations.

Description of job-relevant Proficiencies required for this position.

Proficient with Microsoft Office Products (Outlook, Excel, Word and Powerpoint). Demonstrated Oral and written communication skills. Strong organizational skills. Dependable means of transportation

Send resume and cover letter to Steve Shirk at 717-371-7797 or sshirk@significabenefits.com.