



Employee Benefits Account Coordinator

Department: Molyneaux Insurance Employee Benefits

Reports to: Employee Benefits Supervisor

FLSA Status: Overtime Eligible

Purpose:

To assist in the sales and service of new and renewing Employee Benefits accounts in accordance with the objectives and procedures outlined by the President and the Employee Benefits Supervisor.

Fosters the positive functioning of the team.

Duties & Responsibilities:

- Handle pre-renewal process according to procedures.
- Assist in the renewing of accounts.
- Maintain client files according to procedures.
- Load coverage information for Account Managers.
- Sort, distribute incoming mail - handle outgoing mail when applicable.
- Assist with presentations as directed.
- Assist with employee packets as directed.
- Perform other specific duties as directed.

Job Specifications:

- Excellent oral and written communication skills.
- Excellent organizational multi-tasking and prioritizing skills, along with remaining flexible.
- Ability to accomplish the described duties through the use of appropriate computer and general office equipment including proficiency with Microsoft Word, PowerPoint, Excel and agency management system.
- Exhibit excellent team building skills, cooperation and collaboration with assigned Account Executive, Client Service Executive, Employee Benefits Supervisor and fellow team members.

Education Requirements:

- High school education or equivalent training and one year of Employee Benefits experience preferred.

Work Hours:

- Part-time (25 hours per week).
- Travel may be required to attend training sessions.