

## Job Description

Currently seeking an Account Manager-Small group for an exciting opportunity within the benefits division of a US benefits brokerage agency in Providence, RI. Offices are throughout New England, but this position would report to the Warwick office. The ideal candidate will possess a Bachelor's degree with experience in group benefits.

### **Responsibilities to include:**

- Phone and email inquiries with company owners/HR Directors for detailed benefits explanation.
- Claims resolutions and general questions regarding employee benefits
- Coordinate and manage the group's renewal process, adhering to all deadlines.
- Understand benefit plan rates/numbers and identify discrepancies

### **Qualifications:**

- Potential candidate must be proficient in Micro-Soft office, particularly Excel, Word & Adobe
- Have the ability to learn and understand summary plan descriptions for several different carriers, and have claims management skills.
- The right candidate will have exceptional customer service skills and be able to easily build relationships with clients at all levels. Must be able to multi-task while maintaining accuracy and attention to detail.
- College Degree, 2-4years experience with Group benefits or Customer Service is a must

### **Benefits offered:**

Competitive benefits package including 17 vacation days, 2 discretionary days, 7 paid holidays, 401k, Medical, Dental, Vision, LTD, STD , Life Insurance available

Job Type: Full-time