



ACCOUNT EXECUTIVE, SALES

POSITION SUMMARY:

The Account Executive of Sales is responsible for providing support to the MEWA sales and account management teams.

As the Account Executive, Sales you will assist insurance brokers and clients in purchasing or renewing their Health Plan coverage with the MEWA (Multiple Employer Welfare Arrangement). You will maintain a current and advanced level of knowledge on the MEWA products and the competition involved with all MEWA products in order to be a reliable source of information to the market.

The position also requires some original, independent and analytical thinking.

KEY RESPONSIBILITIES:

- Assist in the selling and renewing process
- Maintain strong customer relationships and customer knowledge of MEWA products.
- Utilize knowledge of MEWA products to sell to potential customers when sales team is not available.
- Work collectively with MEWA sales team to positively impact sales.
- Meet specific goals and objectives set by leadership.
- Problem resolution and troubleshooting group or insurance broker issues
- Maintain excellent customer service relationships with CMR staff, existing and potential clients, and external vendors.
- Responsible for resolving complex inquiries, delegated tasks, solving non-routine problems and ensuring satisfaction with products and services
- Identify systemic issues with plan, benefits and claim setup
- Small and Large Group renewal processing
- Assist the team with Material Preparation for Sales Meetings, Seminars, Conferences and Events
- Assist the team with Marketing Efforts to Insurance Brokers, Sponsors and Employers
- Work to roll out a broker portal
- Contribute to various projects, as needed.
- Other duties as assigned

COMPETENCIES:

- Communication - Interacts effectively with all departments within the organization; excellent oral and written communication skills, able to communicate concisely over the telephone and deal with difficult situations
- Collaboration - Able to work independently as well as with a group and uses good judgment to determine which situations require team input
- Relationship Building – Able to build rapport with diverse clientele, relates well with others, creates and maintains trust and dependability
- Decision Making – Makes solid business decisions based on analysis, experience and judgment



- Detail-oriented – Meets commitments and follows up on open items. Is organized and reviews documents and communications for accuracy. Communicates openly and completely to ensure that all concerned parties have the relevant information
- Self-motivated – Able to work with little or no direction. Takes initiative and determines necessary steps. Offers suggestions and shares new ideas
- Multi task oriented – Able to handle multiple priorities simultaneously, able to prioritize tasks and work independently while adhering to timelines and deliverables
- Team Player- Able to solicit cooperation from all departments within the organization, encourages new ideas, responds favorable to team environment. Viewed as direct and truthful, builds trust and effective relationships
- Management of Resources – Well organized and uses time wisely; uses resources efficiently and eliminates unnecessary or redundant functions

REQUIREMENTS

EDUCATION: Bachelor's Degree preferred; NJ Health Producer License required (Must obtain within 6 months of hire)

EXPERIENCE: Preferably 2-4 years of experience with group health Insurance products

SKILLS: Required knowledge of the following software applications: Windows, Microsoft Outlook, Microsoft Excel, Microsoft Word, and Microsoft PowerPoint

OTHER: