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# Example of Benefits Account Executive Job Description

Our company is looking for a benefits account executive. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for benefits account executive

* Works collaboratively with Producers, Client Resource Team (CRT), Financial Analysts and Population Health Management team for the development and delivery of claims and financial reporting, stewardship reports, health management programs for clients
* Direct the service team to ensure service, review, and sign off of policies, SPDs, benefit summaries, carrier contracts, are performed in a timely and accurate manner
* Sells value driven suite of services and solutions to targeted prospects
* Ensures that team members meet their responsibilities and seeks changes in team composition as appropriate
* Drives the renewal process through a strategic view of alternative funding strategies for our client health & benefit programs
* Possesses strong influence across the Aon organization to align resources across geographic (including international), functional and business unit boundaries to best serve clients
* Survey, Aon Avenue, Aon Value Exchange, Time Tracking, Salesforce.com, Jeopardy Reporting, PeopleSoft
* Performs advanced strategy and design consulting to include benefits strategy, goal setting, benchmarking and plan design
* Resolve client, carrier and/or vendor issues, including collections, discrepancies, fee arrangements, billing contracts and vendor commission tracking
* Working with your own portfolio of clients on existing accounts

## Qualifications for benefits account executive

* A sense of urgency is a must
* Skilled at presenting in a sales capacity and negotiation with internal and external customers analyzing reports, data and formulas
* Will spend approximately 40% of time out of the office in face-to-face contact with customers and brokers
* Seven (7) or more years professional experience in Large Employee Benefits account management
* Seven (7) or more years of service and working knowledge with ASO and other alternative funding methods
* Five (5) or more years professional experience in Large Employee Benefits account management