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# Example of Benefits Account Executive Job Description

Our company is hiring for a benefits account executive. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for benefits account executive

* Measure satisfaction and persistency of the in-force book and implement relationship management strategies which drive customer engagement
* Advocate for specialty voluntary products to support increase in enrollment and size of sale and negotiate based on broker/customer feedback with underwriting
* Work collaboratively with AE / RAC / SAE to support sales, product and process education, and training on employer paid and voluntary specialty products
* Prepare for and facilitate client meetings (prepare agendas and materials, coordinate resources, ) when there is no Client Service Manager
* Work directly with key client contacts to identify operational changes and HR potential risks
* Analyze and identify potential risks for the client, cross-selling and up-selling opportunities and effectively present the coverage options to the client
* Lead strategy for fully-insured accounts with 50-200 benefit eligible employees
* Schedule and lead client meetings and attend enrollment meetings as necessary
* Supervise account management team in preparation of Monthly Experience Reporting, Mid-Year Report, and Annual Renewal/Marketing Report
* Manages assigned book of business, develops client relationships and delivers to grow and retain clients

## Qualifications for benefits account executive

* In-depth working knowledge of carriers in the H&B space for both self-funded and fully insured programs
* Support group-experienced CSF advisors
* Grow and maintain effective relationships with management teams of assigned financial centres members of CSF regional teams
* Overnight travel in addition to air travel will be required
* The incumbent will be required to travel frequently and may be required to attend trade seminars, training sessions, or offsite meetings, which may fall into hours outside the traditional 8am-5pm work day
* This role can be based out of Regina, Saskatoon or Winnipeg