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# Example of Benefits Account Executive Job Description

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

## Responsibilities for benefits account executive

* Interfaces with the client at both the HR Manager/Director the C-Suite level to understand the customer's overall objectives and requirements
* Acts as the “quarterback” directing the account team, which may be comprised of an Account Manager(s), Benefit Representative(s) and Benefit Analyst(s) on all client work and deliverables
* Leads all aspects of client service, internal management, and day to day functions of book of business
* When counseling clients on appropriate coverage, assesses risks based on clients’ situation and determine proper coverage to insure and mitigate those risks
* Assists with negotiating terms, conditions, and pricing directly with insurance carriers
* Supports, mentors, and trains assigned Account Managers and Account Representatives, as necessary
* Will oversee functions performed by Account Managers and Account Representatives including approval of renewal strategies and resolution of client and carrier issues
* Seeks continued knowledge and stays abreast of changes in the insurance industry and other external conditions that may impact their clients
* Work with the Producer, if assigned, or be primarily responsible for maintaining current receivable status for assigned clients
* Possess a strong ability to effectively communicate, orally and in writing, which will include the ability to design and deliver effective group presentations using various media

## Qualifications for benefits account executive

* At least 5 to 10 years of appropriate industry experience, coupled with project and account team management experience, excellent negotiation skills
* Experience with middle-market benefits consulting /brokerage is absolutely required
* In-depth working knowledge of carriers in the Health and Benefits space for both self-funded and fully insured programs
* Active Health & Life TX license
* Will spend an average of 20-40% of time out of the office in face-to-face contact with customers and brokers
* Small amount of travel may be required with occasional overnight travel