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# Example of Benefits Account Executive Job Description

Our company is looking for a benefits account executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for benefits account executive

* Review the Revenue by Client report on a monthly basis
* Handle complex underwriting and funding issues and strategies
* Develop mutually-beneficial relationships with insurance carriers and administrators to generate optimal results for clients (competitive costs, competitive renewals, expedient problem resolution)
* Direct/assign special projects for clients as needed in concert with the Unit Manager
* Attend company and department meetings, position-related seminars/classes, carrier functions, and social events as required
* Understand when to proceed alone and when to involve the Producer or others
* Prepare and manage corporate insurance programs (such as retirement plans, life insurance policies, accident insurance policies, RSMO
* Participate in formal presentations to prospective and current clients, insurance vendors
* Be trained as a group benefits underwriter (underwrite renewals and plan changes, prepare quotations for new business )
* Complete your Group Benefits Associate Designation (in-depth review of principles and applications for life, health and other group benefits, and health-care economics and issues)

## Qualifications for benefits account executive

* Works independently as the primary relationship and service contact for several key accounts
* Coordinates all communication, marketing, and support services for assigned accounts, and anticipates and resolves complex problems
* Develops and maintains a strong working relationship with both internal teams and external parties, such as broker partners and vendors
* Understands the assigned clients’ benefits strategies and goals, and develops programs to meet these goals
* Develops and implements strategic client plans, focusing on client needs, capabilities of the enterprise, and strategies for retention and new business opportunities
* Leverages enterprise relationships, and proactively offers additional products and services when applicable