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# Example of Employee Benefits Account Manager Job Description

Our growing company is looking for an employee benefits account manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for employee benefits account manager

* Reviews agreements and/or documents such as employee booklets, carrier contracts
* Provides service assistance to Strategic Account Executives (SAE) and Sales Team including assisting with renewal process and renewal meetings as needed
* Manages workflow processes and projects efficiently and error free in order to meet client and renewal deadlines
* Reviews/submits renewal data for final decisions on rates
* Responds to day to day client needs, seeking quick resolve
* Maintains accurate and complete documentation of all processed client related transactions
* Coordinates Technology implementation with SAE
* Creates and maintains accurate and current client account management databases
* Reads contractual language and interprets the intent of same in order to properly advise clients
* Demonstrates strong knowledge of market products for comparison and application in all areas of health and welfare

## Qualifications for employee benefits account manager

* Travel to various office and client locations may be required
* Insurance industry or Human Resource and benefit experience preferred
* Computer proficiency with, Outlook, Excel Spreadsheets, Word documents, Internet search and ability to learn Agency Management Systems
* This position requires a motivated, self-starter with the ability to take initiative, seek answers and share information
* Ability to take on special tasks and projects as time allows
* Ability to complete projects that require a high attention to detail