



Account Advisor, Paradigm Group

This is a full-time position for which we prefer at least two years of experience in employee benefits, group insurance, or medical office administration. This position may be of interest to candidates desiring a career path in HR, benefits, or the group health insurance industries.

The essential functions of this position include but are not limited to:

- Providing daily customer service to current clients
- Assisting with renewal and open enrollment process
- Assisting with new client implementation
- Working with Account Executive to create client files in agency management system
- Entering data into agency management system for reporting and tracking purposes
- Participating in prospect meetings as requested

Qualifications and requirements for this position include:

- Bachelor's degree in insurance, finance or other business-related field preferred
- Minimum of 2 years of experience in insurance or benefits industry preferred
- Proficiency in Microsoft Excel, PowerPoint and Word
- Strong analytical ability is required in order to gather and summarize data and prioritize work
- Continual attention to detail in composing, writing and proofing documents and materials
- Ability to establish priorities and meet deadlines
- Familiarity with insurance and/or employee benefits plan designs
- Excellent command of the English language, including strong written and spoken communication skills
- Strong interpersonal skills
- Strong presentation skills
- Strong organizational skills
- Ability to work with minimal supervision
- Flexibility to manage multiple, constantly-changing priorities
- Strong working knowledge of general business practices

Interested candidates should send a resume and cover letter to heathereshaghpour@paradigmgroup.net

More information on our company can be found at www.paradigmgroup.net .