



SIA Group is growing and we are looking for today's talent to be a part of tomorrow's prosperity. Due to growth, we are searching for an **Employee Benefits Account Manager** to join our charismatic team. SIA Group is a full service, independent insurance agency with offices located throughout North Carolina. We offer insurance and risk management products for personal and commercial lines, group health benefits, consulting services, and more.

Employees are the heart of our agency. Investing in our employees is part of our core values: to make a difference in their lives, improve the lives of others, and those we serve. If you want a career where you are valued and rewarded for hard work, then come grow with us!

What's in it For Your Career?

- A job that becomes a career.
- A career with an agency that has a positive, employee-centered work culture.
- Career development through our custom educational plans, supportive leaders, and mentorship.
- Coaching to continually improve your Account Manager skills and position you for career success!
- Expand your professional network!
- Access to premier resources, tools, and technology.

A Day in the Life of an Employee Benefits Account Manager:

- Assisting clientele with a variety of insurance applications.
- Issuing policies/binder, processing policy change requests, and processing payments.
- Assisting clients and prospects with quotes, renewals, and re-writes through a variety of communication means including telephone, email, and in-person.
- Accurately maintaining client records for both current clientele and prospects.
- Prepare Proof of Insurance and issuing Certificates of Insurance.
- Deliver stellar customer service to clients with respect and integrity on a daily basis.
- Build rapport with clientele, prospects, and colleagues.
- Provide back-end support to Risk Advisors.

Compensation and Benefits:

- Competitive compensation
- PTO and Paid Holidays
- Health Benefits with a comprehensive Wellness Program
- 401(k)
- Educational Opportunities
- Work/Life Balance including Parental Involvement Leave

- Savings Account/Christmas Club
- Stellar perks/fringe benefits package!

Required Qualifications:

- **North Carolina Life and Health Licenses (if not held, must be obtained within 60 days of hire).**
- **Must have prior experience working within the insurance industry, or other customer service driven industry.**
- Ability to provide a high level of customer service.
- Exceptional knowledge of business acumen.
- Superior interpersonal communication skills.
- Demonstrated ability to connect with clientele.
- High level of integrity and driven to bring value to others.
- Effective time management skills, patience, willingness to learn, and be coachable.
- Proficient computer skills including MS Office.

Preferred Qualifications:

- College degree in risk management, business administration, or related field.
- Knowledge of Applied and/or EPIC systems.
- Knowledge of employee benefits (health insurance, workers compensations, etc.) including compliance.
- Prior experience administering employee benefits programs.

Job Status: Full-time

Salary Range: DOE

To Apply: www.siagroup.com/careers