**Position: Employee Benefits Representative**

Benefit Design Services Corporation has been helping businesses to meet their employee benefit objectives since 1991. Through our subsidiaries, BDS Corp of CNY and BDS Retirement Services, LLC, we offer the responsive service our clients need from plan design to administration. We’re looking for a motivated individual to help us continue our double digit annual growth and contribute to our vision of providing innovative benefit solutions.

1. Salaried/Commission position – Permanent; full time (40 hours/week)
2. Responsibilities
   1. Market group insurance plans (including medical, dental, disability, life and vision) to businesses
      1. Plan and implement an effective marketing plan including social media presence, cross-selling, collaboration with influencers, competitive analysis and branding
      2. Generate a list of prospective clients by networking and using marketing strategies
      3. Prospect communication: Fact-finding and analysis of insurance plans, communicating advantages/disadvantages, suggesting additions or changes to group plans
      4. Travel throughout CNY, North Country and Southern Tier to present insurance plan information to secure new sales and service existing clients (Reliable transportation required)
   2. Work with our service team to meet client needs from application process to resolution of claims/billing issues and annual renewals to ensure client retention
3. Skills/Experience
   1. Experience in financial, insurance or other business sector (sales experience a plus)
   2. Effective verbal and written communication skills including listening, asking appropriate questions and clearly conveying information to prospects and clients
   3. Strong social skills including persuasion, proactively assisting clients with problem-solving and integrating social media with networking
   4. Proficiency in Microsoft Office suite including Excel, Word, Outlook and PowerPoint as well as contact management software
   5. Technical skills including research and analysis of: client/prospect needs, products and services for plan design and cost/benefit information
4. Education/Training
   1. Bachelor’s degree: Required
   2. Valid driver’s license: Required
   3. New York State LAH license: Preferred but classroom instruction available during training
   4. Certified with New York State of Health, PPACA: Preferred but training available
5. Competitive Compensation and Benefits package
   1. Salary + commission
   2. Profit sharing contribution
   3. 401(k) match
   4. Medical/dental/disability/supplemental insurance benefits
   5. Cafeteria plan
   6. Wellness benefit
   7. Car allowance
   8. Professional education opportunities
   9. Tuition reimbursement
6. Desirable Qualities - The ideal candidate must be a good fit for our small professional office
   1. Motivated to increase sales and to provide excellent service to existing clients
   2. Self-starter/ability to work both independently and in a team environment
   3. Quick learner and ability to keep abreast of trends and changing regulations
   4. Confidence and presentation skills
   5. A positive outlook and strong interpersonal skills to develop business relationships