



## Benefit Design Services Corporation

Full Service ♦ Excellent Long-Term Track Record ♦ Local Representation

### *Group Marketing and Service Assistant*

Benefit Design Services Corporation has been helping businesses to meet their employee benefit objectives since 1991. 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.

- ❖ Salaried position – Permanent; part time (20-25 hours/week)
- ❖ Competitive Compensation and Benefits package
  - Salary + bonus
  - Profit sharing contribution
  - 401(k) match
  - Vision/dental/disability/wellness/supplemental insurance benefits
  - Professional education opportunities and tuition reimbursement
- ❖ Responsibilities
  - Marketing Support: Assist in preparation of presentations for prospects/clients
    - ✓ Prepare Requests For Proposal and send to insurance carriers and vendors
    - ✓ Follow up with prospects and carriers to ensure that proposals are received
    - ✓ Summarize proposals and assist in preparation for client/prospect meetings
  - Marketing Services and Research (Project-based)
    - ✓ Contribute to website and social media presence for the company
    - ✓ Generate prospects and leads through in-house and external databases
    - ✓ Gather data on carriers, vendors, and competitors for marketing strategies
    - ✓ Assist in client and employee surveys
    - ✓ Monitor effectiveness of marketing and advertising programs
  - Group Service: Assist BDS staff in servicing our book of business (Seasonal)
    - ✓ Assist in day-to-day account management (responding to benefit inquiries and contacting carriers on behalf of clients)
    - ✓ Plan renewals: prepare materials for client meetings and coordinate the application process for new plans
- ❖ Education/Training
  - Associate's degree: Required
  - New York State LAH license: Preferred but classroom instruction available during training
- ❖ Skills/Experience
  - Experience in financial, insurance or other business sector
  - Effective verbal and written communication
  - Ability to coordinate multiple short term projects and meet deadlines
  - Proficiency in Microsoft Office suite including Excel, Word, Outlook and PowerPoint
  - Technical skills including research
- ❖ Desirable Qualities - The ideal candidate must have a positive outlook, strong interpersonal skills, and commitment to providing excellent service to our clients.

*5010 Campuswood Drive, Suite 105, East Syracuse, NY 13057*

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