



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, RFP's, and applications for insurance carriers
 - Marketing Research: Contribute to website and social media presence for the company, find prospects and leads through in-house and external databases, gather data on carriers/vendors, and monitor effectiveness of marketing programs
 - Group Service: Assist BDS staff in servicing our book of business by responding to benefit inquiries and contacting carriers on behalf of clients, preparing materials for client meetings, and reviewing/submitting applications for new plans
- ❖ Education/Training
 - Associate's degree **OR** New York State LAH license
- ❖ Skills/Experience
 - Experience in financial, insurance or other business sector
 - Effective verbal and written communication
 - Ability to coordinate multiple short term projects, follow up, 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 the ability to learn quickly and to work independently, a positive outlook, and a commitment to providing excellent service.