

## **Account Executive – Benefit Programs**

US-Melville, NY

### **Holtz Rubenstein Benefits Consulting**

Holtz Rubenstein Benefits Consulting (HRBC) designs, manages and services employee and individual benefit plans for a wide range of businesses throughout the New York metropolitan area. These businesses include small to medium-sized commercial entities and not-for-profit organizations. Businesses look to HRBC to maximize the value of their employee benefits programs by providing creative, custom solutions that enhance employee satisfaction while meeting critical budget requirements

HRBC is seeking a skilled Account Executive for its Melville, NY (Long Island) office. Interested candidates should have at least two years experience in the administration of comprehensive employee benefit plans including medical, dental, life, LTD and other related programs. Along with requisite professional experience, we seek candidates who are self-motivated, highly organized with superior communications skills. If you want to be a valued consultant for clients while being part of a close-knit, respected professional services organization – HRBC may be just right for you!

HRBC offers a supportive, progressive working environment along with an attractive compensation/benefits program.

#### **Here's what you'll do –**

- Manage an existing client base and provide exceptional client service for large and small employer groups
- Analyze and review annual renewal for client benefit plans including medical, dental, life, disability among other plans
- Provide logistical support to business producers including proposal assistance, and plan processing and implementation
- Conduct periodic open enrollment meetings and benefits information sessions for clients

#### **Qualifications –**

Undergraduate degree or greater from an accredited college or university

NYS Insurance license is desired

A minimum of two to six years experience in the administration of comprehensive employee benefit plans with emphasis on medical/health, dental, life/disability insurance. Strong written and verbal skills. High proficiency in computer applications and in web research.

#### **How to Apply –**

Send cover letter and resume via e-mail to: [www.careers@hrrllp.com](mailto:www.careers@hrrllp.com)

Via fax to 631-752-1742, ATT: Dept A-10

HRBC is an equal opportunity employer