

Position Title:

Benefits Analyst-Account Manager

Position Description:

The Benefits Services Group, Inc., a leading employee benefits consulting and insurance brokerage firm, has an immediate opening for an experienced account manager who can handle existing or new accounts. This person must have extensive employee benefits knowledge and prior experience working on mid-sized accounts (500-2000 lives).

BSG® is located outside of Milwaukee, Wisconsin and specializes in customizing benefit programs to the particular needs of our clients. This is not a sales position. You will be providing our clients with data-driven service and managing all aspects of their health & welfare benefits—from strategic and budget planning through implementation. In addition, you will be working with various BSG® teams related to your clients' COBRA and billing administration, employee communications, and IT needs.

BSG® provides a competitive salary, 401(k) plan, and an excellent benefits package. Our professional office offers a convenient location, state-of-the art technology, and one of the “Best Places to Work in SE Wisconsin” as evidenced by recent awards.

Qualifications:

- Four-year college degree in business or HR field.
- Three to five years of experience with large or mid-size group employee benefits.
- Experience with brokers, insurance carriers, TPA's.
- Strong math aptitude.
- Excellent oral and written communication skills.
- Excellent organizational and follow through abilities.
- Excellent interpersonal skills and ability to work with management, clients, vendors and internal customers.
- Detail-oriented and ability to work accurately.
- Ability to work independently and in a team setting.
- Ability to multi-task and easily adjust to change.
- Highly customer service oriented.
- Demonstrated problem solving ability.
- Project management skills.
- Proficiency in Word and Excel and has the ability to assimilate new programs quickly.
- CEBS (Certified Employee Benefits Specialist) designation preferred, but not required.