



## HEALTH & BENEFITS ACCOUNT MANAGER

### Job Description

RMC Group is looking for a Health & Benefits Account Manager to join our team! Your primary responsibility will be to assist in the production of new accounts and the retention of existing accounts. You will also provide prompt, efficient, high-quality service to designated accounts in support of Health & Benefit Consultant and Account Executive activities.

### Responsibilities

- Conduct periodic service calls via phone or in person for designated accounts
- Maintain timely and thorough customer and carrier interactions to minimize the potential for errors & omissions claims
- Obtain all required renewal information from the insured and complete applications for designated renewal business 90 days before renewal date
- Assist Health & Benefit Consultants and Account Executives as needed
- Review renewals and prepare rewrite applications at least 30 days prior to renewal
- Secure and submit all required renewal underwriting information
- Receive phone calls and office visitors from existing customers relating to requesting quotes, changes to existing coverage and/or new policies and/or wellness programs
- Follow up on outstanding claims and assist in claims resolution as necessary
- Document all material conversations with insureds and/or carriers regarding exposures and coverages
- Handle premium collection through form letters and request cancellation of policies and changes in enrollment when necessary
- Solicit new business opportunities with clients for lines of coverage not currently written by the division  
Expectations are an average of one new business line per client serviced. This may include group life, short-term disability, long-term disability, dental, vision, etc.

### Qualifications

- Confident, friendly, and outgoing personality who can thrive as part of a team
- Excellent organization and time management capabilities
- Ability to effectively communicate with colleagues and clients, both written and verbal
- Health & Life Agent License (2-15) preferred, but not required
- Bachelor's degree preferred, but not required
- 3+ years of health insurance account management experience with a multiline insurance agency
- Excellent PC skills including, but not limited to Microsoft Word, Excel, and PowerPoint
- Knowledge of HubSpot preferred, but not required

### What We Offer at RMC

- Medical, vision, and dental insurance
- Life and short/long term disability insurance
- Paid vacation and holidays
- Flextime work schedules
- 401(k) with company match
- Career advancement and development opportunities



## **HEALTH & BENEFITS ACCOUNT MANAGER**

### **Location**

Bonita Springs, FL

### **About RMC Group**

RMC Group began as a life insurance agency and actuarial consulting company in Chicago, Illinois, in 1974. Since then, we have grown into an international conglomerate with offices throughout the United States, the United Kingdom, and Nevis.

A business cannot be successful unless it has provided for the mitigation of both foreseeable and unanticipated risks. This is where RMC steps in. Our mission is to be a world leader in risk management consulting. Our scope has expanded to all areas of risk management, insurance, and employee benefits.

Whatever you or your clients may need, RMC Group will be there to help become and remain your most trusted advisor.

For more information, visit our website at [rmcgp.com](http://rmcgp.com).