



POSITION DESCRIPTION

NAME		DEPARTMENT:	Health and Welfare; Mid/Large Market
TITLE	Benefits Marketing Specialist	STATUS:	Full-time
REPORTS TO:	Marketing Manager	CLASSIFICATION	Exempt

JOB SUMMARY/ORGANIZATIONAL IMPACT: The Benefits Marketing Specialist position reports directly to the Marketing Manager and will work with a team of other Benefits Marketing Specialists. The team will support Account Managers by securing insurance company proposals and preparing presentations for existing and prospective clients. An associate in this position will need to maintain a foundation of knowledge pertaining to carrier products and benefit plans. It is essential to the Health and Welfare department’s success by performing the due diligence necessary to make determinations and recommendations to Account Managers, the most suitable benefit options available to current and prospective clients business needs.

Responsibilities:

- Develop a Request for Proposal (RFP) in coordination with account manager
- Coordinate timelines and deadlines with internal associates and vendors
- Request proposals and analyze RFP results
- Prepare presentations and communications based on clients’ needs and account manager’s requests
- Prepare enrollment materials in collaboration with the account manager
- Record activities in client management system
- Stay abreast of industry changes, and maintain an active Health & Life license

Required Qualifications:

- Knowledge of the insurance industry, specifically as it relates to the different types of employee benefit plans
- Strong attention to detail and commitment to providing accurate information
- At least two years of experience in a similar position
- Proficient in Microsoft programs, particularly in Excel
- Candidate must have the skills and abilities to perform their responsibilities and communicate in a professional manner
- Active Oklahoma Life, Accident/ Health license
- Bachelor’s degree preferred