



INTERCARE

Job Posting  
Account Representative  
Orange County office

In the Account Representative role, the successful candidate will coordinate the placement of service for employee benefits by working as part of a team. Responsibilities will include:

- Assists with the development of program design.
- Maintains client relationships, supports client retention, maintains strong carrier relationships, and understands client needs.
- Assists in the RFP process including proposal development and presentation.
- Serves as day to day contact for client questions and issues.
- Responds to all phone calls and inquiries no later than 24 hours after receipt.
- Educates clients on all Value Added Services.
- Creates employee benefit booklets, using Publisher software.
- Prepares benefit packets and develops open enrollment presentations using PowerPoint
- Assists with open enrollment presentations and conducts benefits webinars for both employees and HR Managers
- Creates Member Service ID cards as needed, with flyer.
- Assists with preparing proposals including, preparing census, entering and updating pivotal information as needed, on-line quoting, and Marketing a group when requested.
- Orders supplies from carriers, and review for accuracy.
- Prepares master group files, and prepare client contact sheet.
- Daily maintenance including filing as needed, and maintaining carrier files.

To perform the job successfully, an individual should demonstrate the following competencies:

- Team Work - Supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Quality Management – Demonstrates attention to detail.

Qualifications/Requirements:

- Bachelor's degree required.
- At least 3 years of related experience working as an Account Manager or Account Representative in the employee benefits arena (equivalent combination of education and experience is acceptable).
- Some travel required by car about 25% of the time to meet with clients and other outside events.
- Must hold a valid CA Life & Health Agent license or will obtain.
- Bilingual in English and Spanish a big plus.

If you thrive in a fast-paced environment and enjoy creative and challenging work, Intercare may be the company for you! Intercare Insurance Solutions is looking for success minded, team oriented individuals who want to join a dynamic and growing company. Intercare is results-oriented and focused on providing excellent service and measurable value to our clients.

Intercare Insurance Solutions' model provides unparalleled customer service aimed at achieving the highest levels of client satisfaction and offers a wide array of additional services beyond those of the traditional insurance broker. Our forward-thinking culture has enabled Intercare to become one of the fastest growing corporate insurance companies in the West, providing insurance brokerage, employee benefits consulting, and risk management services to our clients. Intercare provides its clients with insurance solutions that are targeted, detailed and customized according to corporate, financial and human resources objectives.

For additional information about Intercare Insurance Solutions, please visit our website at [www.intercaresolutions.com](http://www.intercaresolutions.com). In addition to highly competitive compensation packages, Intercare also offers a comprehensive benefits package for our associates and their families, which includes medical, dental, life and disability, retirement, etc. For consideration, please submit your resume and cover letter referencing job #043AS to [careers@intercaresolutions.com](mailto:careers@intercaresolutions.com). Intercare Insurance Solutions is an Equal Employment Opportunity employer.