



JOIN OUR TEAM

For over 20 years, Schechter Benefits Advisors has specialized in providing strategic employee benefit services to medium size businesses and charitable organizations. Recognizing that each business has distinct needs, our team of specialists provide custom strategies designed to help control our clients' costs and increase their benefits, including health, dental, vision, prescription, disability, life and 401(k) plans.

OUR CORE VALUES

Clients Needs First! • Create a complete "WOW" experience for clients and our staff!
A Special Place To Be! • Cutting Edge Knowledge – we strive to be the experts.

ACCOUNT ASSISTANT

We are seeking a full-time account assistant, responsible for a variety of tasks, including, but not limited to the following:

ESSENTIAL JOB FUNCTIONS

- Previous experience working for insurance agent/agency in medical and ancillary lines of coverage preferred
- Experience should include working on medical claims, processing enrollments with various carriers as well as processing new business or plan changes with the carriers
- Maintain client database
- Preparation of materials for meetings with clients
- Review billings materials, perform audits as necessary
- Support Lead Account Managers

REQUIREMENTS

- Analytical capabilities a must along with proficiency in Microsoft Excel
- Strong organizational and time management skills. Must be able to establish priorities and execute them eventually with minimal assistance
- 3 to 5 years administrative experience working for insurance agent/agency in medical and ancillary lines of coverage preferred
- Strong computer skills in both Microsoft Outlook and Word
- Exceptional communication skills and people skills, is well-organized and has the ability to multi-task
- Applicant should be a self-starter who works well under pressure both alone and as part of a team
- Dependable
- Excellent follow through skills
- Discretion/confidentiality a must in this position

Please send your resume to info@schechterbenefits.com

