

Employee Benefits Associate Account Manager RiskPoint Insurance Advisors

About Us:

RiskPoint Insurance Advisors is a premier provider of personal and business insurance solutions. With offices in Portland, OR and Seattle, WA, our team is made up of skilled individuals with extensive experience in providing insurance and consulting services to businesses throughout the United States. We are passionate about helping our clients achieve their goals every single day and strive to be their go-to-resource when it comes to insurance needs.

The Role:

We are seeking an Employee Benefits Associate Account Manager who shares our same passion and is ready to grow with our business needs. In this role, you can expect to:

- Be the primary contact for customer services and issue resolution for clients and employees including enrollment, billing, claim, pre-auth issues.
- Maintain detailed tracking of service-related issues and special projects.
- Enter data into Ease Enrollment and provide Open Enrollment assistance
- Make Data entries for Large group enrollments into to carrier portals as assigned
- Be responsible for accurate entry of all policies, documents, and accurate commission projections into Applied/ EPIC.
- Be responsible for backup and support to Benefits Team.
- As needed, attend employee enrollment meetings as back up to primary Account Managers during periods of high volume.
- As needed, prepare materials for employee meetings as support for primary Account Managers.
- Pull large group experience and claims reporting on a scheduled basis for Account Managers

The ideal candidate will possess two – four years of employee benefit industry or related marketplace experience. A four-year college degree or industry specific designation is preferred. He/she must possess above average computer knowledge/skills in Microsoft Office products. The ability to demonstrate an enthusiastic attitude, independent decision-making, time management, team cooperation and accuracy in processing transactions is a must.

Why RiskPoint:

Below are just a few of the many reasons you should consider a career with RiskPoint:

- **Rewarding career advancement:** As a fast growth company, we offer an ideal launchpad for talented, driven individuals who seek a challenging and rewarding career in the insurance industry.
- **Competitive compensation and benefits:** RiskPoint offers a comprehensive benefits and compensation package, which includes employer-paid medical, dental and vision coverage and a 401(k) match. In addition, most positions accommodate some degree of remote work.
- **Fulfilling mission:** We exist to help others protect the people and things they love.

To review the full job description and find out more about RiskPoint Insurance Advisors, please visit our website at www.RiskPointIns.com.

How to Apply:

Does the Employee Benefits Associate Account Manager role sound like the perfect match for your skillset? We would love the opportunity to review your resume for consideration. Please apply online at: <https://hats.totalcsr.com/apply/a025w00000wC3lRAAK>