



Borislow Insurance Overview:

For over 36 years BI has provided employee benefits consultation, personal and estate planning to corporations and individuals. We are committed to building long-term client relationships based on the highest levels of integrity, superior service and exemplary performance.

The agency is currently seeking a positive, dynamic, and creative Benefit Analyst to work as part of the Borislow Insurance team to assist in the implementation and ongoing strategy and service for new and existing group employee benefit clients.

Position Overview:

Assist clients and support the internal Client Consulting team in developing benefit strategies and meet client goals and objectives and in selecting programs that best meet the client's needs and financial requirements. The essential functions include data analysis, drafting client reports, RFP development, marketing analysis and vendor implementation.

Responsibilities Include:

Technical:

- Develops rate and financial spreadsheets
- Compiles and analyzes bid results and follows up with insurance carriers
- Assists in management of the competitive bid process
- Proactively conducts research/applies benchmarking and financial analytics to client deliverables
- Proficient in Microsoft Office Suite of Programs
- Proficient in employee benefits industry jargon and concepts
- Attends Consultant and Vendor meetings and participates in internal and external training(s)
- Develops and assists in the execution of client RFPs
- Performs analysis of, and negotiates insurance renewals in the best interest of the client
- Reviews SPDs/contracts for technical accuracy
- Knowledge of benefits legislation and laws including PPACA, HIPAA, COBRA, Sect. 125, FMLA, ERISA, etc.
- Researches health and welfare compliance questions as necessary; works with the support of BI Compliance Practice

Guidance/Peer Review

- Works under moderate supervision
- All outgoing client deliverables accurate and peer reviewed
- Asks any and all questions

Project Management

- Responsible for managing components of project (tasks)
- Accountable for assigned work product
- Accountable for meeting internal deadlines
- Fully support the Client Consultants
- Good communication skills, organized, prioritizes workload
- Assists in the project management of all assigned clients

Client Interaction

- Attends client meetings/conference calls regularly with team members
- Direct interaction with clients on day to day questions

New Business

- Attends new business meetings as needed
- Ability to participate in new business development; no annual sales requirement/quota
- Teamwork
- Operates with the highest level of integrity
- effectively and consistently communicates with all team members
- Demonstrates a proactive and positive interest in supporting all team members for the benefit of the firm and its clients.
- Takes initiative and works positively toward the team's success
- Displays a commitment to professional growth and development; including training and mentoring.
- Accepts responsibility and accountability for assigned projects
- Follows office protocols

Profitability

- Works efficiently and effectively
- Identifies opportunities for efficiency

Qualifications:

- BA Degree required
- Strong organizational, Strong MS Excel Skills, high attention to detail, responsive and self-motivated
- Team player and task-orientation
- Effective communicator

Experience:

- 3 - 5 years' experience in employee benefits consulting/brokering or equivalent insurance company background is preferred

Compensation and Benefits:

Borislow Insurance offers a diverse working environment, and the chance to build a career where individual achievements are recognized and rewarded. You will enjoy a competitive compensation package, comprehensive benefits and an opportunity for career growth with a progressive industry leader.