
Job Description

SBHIS is an insurance agency that specializes in helping people with Medicare find the plan that best suits their needs. We believe that having the right plan to go along with Medicare may be one of the most important decisions a Medicare eligible individual has to make. We apply our mission in all we do and that is "to care, simplify, educate and provide options for Medicare Beneficiaries."

The Broker Account Representative is to oversee and manage all aspects of an agent contracting and certification process for SBHIS/INSURUS. Account Representatives build a strong relationship with agents, making sure agents are certified while adhering to state, federal and internal compliance regulations regarding this process.

DUTIES & RESPONSIBILITIES:

- Serves as point-of-contact for agencies and agents for contract-related matters
- Review and process contracting paperwork for independent agents licensed for life, and health products
- Database Management. Broker Account Representative will ensure that all agents' information is timely and accurately updated in the system (s).
- Explains the contracting and certification process to the agents; as well the onboarding process of each of the Health Plans.
- Works with Management to achieve business plans and sales strategies for the market to assure that the company meets its goals.
- Collaborates with Agent Recruitment through agency events, social media etc.,
- Assist collaboratively in creating, monitoring and maintaining the training programs
- Serves as a key company liaison with all agents and key departments within the company and Health Plan carriers.

KNOWLEDGE AND SKILLS:

- Highly organized, self-starter with excellent interpersonal skills.
- Ability to work independently with little or no instruction, as well as an ability to work in a team setting.
- Detail Oriented, problem solver
- Excellent verbal and written communication skills
- The ability to prioritize and manage several different tasks at once
- Ability to handle sensitive and/or confidential information
- Internet and Social media knowledge

QUALIFICATIONS:

- Strong basic knowledge of excel and Microsoft programs
- Minimum 1- 3 years of experience in Administrative Support
- Self-motivated, fast learner

-Bilingual - Preferred (English/Spanish)