

Employee Benefits/Account Executive (Licensed)

(Full-time or Part-Time)

Mindshare Group is a growing Employee Benefits firm in **Pleasanton**, delivering expert consulting, efficient administration and personalized services to small and mid-sized companies, non-profit organizations, individuals, and seniors throughout the Bay Area.

We are seeking a detail-oriented person with 7+ years of experience to join our firm as a Benefits Advisor, working with established clients as well as new business. This person will be responsible for building and maintaining long-term client relationships, delivering expert benefits consulting, and coordinating services and communication. This position can be designed for less than full-time, depending on specific needs and situation.

Our Core Values:

Integrity, Responsiveness, Dedication, Empathy, and Balance.

Our Mission:

To help EMPLOYERS succeed by maximizing value, containing costs and streamlining the administration of their health benefits programs – *and* – to help INDIVIDUALS optimize their health benefits through effective education, guidance and advocacy.

Job Objectives/ Responsibilities:

- Deliver strategic advice and guidance on employee benefits plans, including medical, dental, vision, disability, life, FSA, HSA, HRA, and other ancillary employee benefits
- Manage benefits planning process, contract renewals and Open Enrollment for specific clients
- Provide 2nd level support to specific clients or employees on critical benefits issues
- Assist in the marketing, qualification, and consultative selling to close new business opportunities, including preparation and delivery of proposals
- Work closely with our internal team to facilitate timely, productive communications to inform & educate clients, including time sensitive compliance updates

Qualifications:

- Smart, positive, self-starter, with the desire to learn, contribute and succeed
- Good working knowledge of employee benefits and the industry, including renewal cycles, contracts, underwriting, and open enrollment dynamics
- 7+ years employee benefits/insurance experience preferred
- B.A./B.S. or equivalent combination of education & experience
- Active CA Life & Health insurance license
- Highly organized and detail oriented; ability to manage multiple priorities and tasks
- Excellent verbal and written communication abilities
- Solid technology skills, including MS office platform and related tools
- Strong team player, with good independent work habits
- Proven analytical, process management & math skills

Benefits:

- Competitive compensation, including bonuses and annual profit sharing
- Flexible work schedule
- Medical, Dental & Vision coverage
- 401K Retirement Plan with company contributions
- Paid Holidays
- Paid Time Off (Vacation/ Sick Leave)

To apply:

Email resume and cover letter with salary requirements.