



Position: Account Manager

Company: HealthPass New York

HealthPass New York (HPNY) is a leading provider of affordable health insurance options for small businesses that are located in the lower 14 counties of New York. Since the company's inception in 1999, HPNY has built and maintained a strong leadership position operating as New York City's first private health insurance exchange. The HPNY small business exchange affords employers the ability to give their employees choice from a menu of health insurance carriers, networks and plan designs, while providing tools and resources to assist the employer in the administration of their benefits.

HPNY serves the small businesses of downstate New York by providing Fortune 500-caliber benefits to organizations that otherwise would be unable to do so on their own. The position we seek to fill is for our Account Manager. This position will provide the critical link between our Sales Account Management team and our General Agents partners. Responsibilities include assisting the General Agents and their brokers with new business submission, while providing support during the entire sales process.

Primary Objectives

The Account Manager plays a large part in the success of the team, and is responsible for:

- 1) Providing sales and administrative support to the Sales Account Management team.
- 2) Answering GA and broker inquiries on product offerings and services.
- 3) Providing proposals and product materials.
- 4) Tracking and maintenance of small business leads.
- 5) Communicating information during new group business installation.
- 6) Logging and entry of essential group information during the new business enrollment process.
- 7) Installing and maintaining a database of broker records, licensing, etc.

Key Qualifications/Skills

- Exceptional organizational and planning skills, with the ability to multi-task.
- Excellent communication skills.
- Professional oral/written communication skills.
- Associates degree or 2 years related experience is preferred.
- Prior health insurance industry experience is a plus, but not required.
- Ability to work well in a team selling environment.
- A working knowledge of Microsoft Office, including MS Word, Excel, PowerPoint, and Outlook.
- Proficiency in CRM and Access are a plus.
- Be licensed or be willing to become licensed (at the company's expense) to sell health insurance in New York.

Position Details

- Work site: office in downtown Manhattan.
- This a full-time position, with an immediate start date.
- Please submit your resume and cover letter to Rob Zorcik via email at rzorcik@healthpassny.com.

HealthPass is an affirmative action-equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, physical or mental disability or veteran status.