ESSENTIAL FUNCTIONS

- Represents BCInsourcing as Company Ambassador to Bryan Health by engaging in purpose-driven dialogue with the department leaders, providing support while exercising independent judgment to cultivate effective business relationships, and maintaining rapport with all case partners and the client's employees.
- Participates in providing SME-certified-license knowledge in clients' HR/Benefit meetings, NEO presentations, and group meetings for client's managers to navigate the concerns of their department's employees.
- Makes independent decisions regarding outreach strategy while participating in the client's initiatives and projects related to total rewards.
- Creates an approachable environment in primary and secondary workplace locations, traveling as necessary or operating remotely, to engage and counsel employees about their core and voluntary benefit options and coverages.
- Exercises self-driven time management to efficiently respond to face-to-face impromptu service requests and provide timely answers to client and employee questions.
- Responsible for analyzing census data to create a customized reach-out strategy meant to effectively connect with newly hired and existing employees to conduct personalized one-on-one comprehensive benefit review sessions.
- Responsible for accurately inputting and capturing employee enrollment decisions, using appropriate system platforms or paper application processes, and following Life and Health licensure regulations and BCInsourcing's quality assurance.
- Participates in developing communication strategies to achieve the client's goals in their changing environment while using professional verbal and interpersonal communication and active listening skills in order to effectively educate employees and interact with client partners.
- Responsible for developing and growing a professional work environment including prompt coordination with a supervisor or other appropriate parties including the client's management team, when recognizing an accelerated issue or unusual matter to ensure it is resolved thoroughly and accurately.
- Obtains and maintains an active Life, Health, and Accident Insurance Producer's License including timely continuing education, and meets other licensing requirements and documentation, as directed by BCInsourcing's Licensing

guidelines. Serve as subject matter expert on mechanics of insurance to advise the client's leadership and employees. Promptly notifies BCInsourcing's Licensing Specialist of any information or situation that may impact active licensure or appointment status.

- Maintains a working knowledge of the client's annual open enrollment process for new and/or existing employees. Adapts to annual open enrollment periods and special projects by adjusting a self-guided work calendar to meet the needs of the client's employees including evenings and weekends, traveling as necessary.
- Performs other responsibilities as requested by supervisor or client.

Qualifications

MINIMUM EDUCATION AND EXPERIENCE

- High School Diploma/GED equivalent and/or related work experience equivalency.
- Must have and maintain a valid driver's license to travel to client sites
- Proven relationship-building experiences and professional communication skills
- Demonstrated self-directed work ethic to successfully represent the company at the client location with limited and offsite supervision
- Professional work experience demonstrating self-motivation and result-driven outcomes

PREFERRED EDUCATION AND EXPERIENCE

- Advanced degree completed or in process
- Working knowledge of insurance products, including core and voluntary benefits
- Existing active Life, Health, and Accident Insurance Producer's License, when a client workplace requirement

Starting Hourly Range for This Position is $21.63 - $26.44
This Position Is Also Eligible for Monthly Incentive Pay Based on Meeting Performance Metrics Following 90 Days of Active Employment

The hourly range represents the estimated low and high end of the salary range for this position. BCInsourcing takes into consideration a combination of the selected candidate's skill set, experience, qualifications, licensure, and other job-related reasons as it relates to

the position. At our Company, generally, an individual would not be hired at the top of the range of the role, and compensation decisions are dependent on the facts and circumstances of each posting.