

## Job Posting

**Job Title:** Account Development Coordinator  
**Reports to:** Western Regional Manager  
**Location:** Remote – Arizona (FFC)

### Position Description:

The Account Development Coordinator is responsible for company sales directives as outlined by the Western Regional Manager to achieve company sales goals. The position will work within assigned territory to develop new business with existing and potential clients and will work closely with the Western Regional Manager for their territory to drive sales and achieve the Branch and position quotas. The ADC prepares presentations for insurance committees and school boards as well as completing RFP questions, request for contract, new carrier paperwork, obtain carrier quotes, complete market research and analysis, draft a cover letter and submit top carriers in the bid proposal, as well as making presentations to insurance committees and school boards. After new accounts are established, the ADC will onboard and continue to support the sale through post enrollment.

### Qualifications

- 3 – 5 years of sales/marketing experience, including working in a customer support role within a fast-paced sales/marketing environment.
- 3 – 5 years proven track record of new business development sales
- Travel at least 75% of the time (with up to 50% overnight stays)
- Expert knowledge of general benefit plan terminology
- Expert knowledge of core and voluntary benefits (medical, dental, vision, prescription drug service and retirement plans).
- Proficiency with Microsoft Office – Word, Excel, Powerpoint & Outlook.
- Strong customer service skills and a proven track record of handling sensitive client information.
- Must have proven oral & written communication, as well as presentation skills through work.

### Preferred Qualifications

- FINRA Series 6 & 63
- Group 1 Life & Health Insurance License
- Bachelor's Degree in Business Administration, Marketing or related field.
- Knowledge of the K-12 market benefits highly preferred.

**Must be able to obtain and maintain security clearances and successfully complete a thorough background check.**

**Equal Opportunity Employer**