



Job Posting

Job Title: Client Services Specialist
Reports to: 125 Co-Op Client Manager
Location: Houston, TX Office (FFC)

Position Description

The Client Services Specialist is responsible for marketing and sales, enrollment facilitation, administrative duties including preparing spreadsheets and marketing materials, preparing benefit bid comparison spreadsheets (we have the template to use on this task), preparing emails, memos, and other communications in support of the FFGA 125 Co-Op Client Manager and the sales teams with those districts in the 125 Co-Op. Occasionally, will help source, develop, soft sell, promote, and administer insurance products and administrative services of FFGA. The CSS collaborates with internal co-workers and external clients to facilitate the billing services, assist with generating payroll reports, developing client relationships and the company's benefit & CRM system.

Qualifications

- Must have Group One Life and Health License or be able to obtain in 90 days.
- 2 years proven track record in customer service.
- 2 years of Administrative Assistant experience.
- Willing to travel 40%-50% of the time in and out of assigned territory with some overnight stays.
- Proven track record of handling sensitive client information.
- Must have proven oral & written communication, as well as presentation skills through work.
- Must have strong knowledge and work experience using Excel, Word & Outlook.
- High school diploma required or equivalency required (GED).

Preferred Qualifications

- 2 years experience working with benefits (medical, dental, vision, cancer, critical illness, accident, hospital indemnity, and retirement plans).
- Bachelor's Degree from an accredited university.
- Knowledge of general benefit plan terminology highly preferred.
- Knowledge of the K-12 market benefits highly preferred.

Equal Opportunity Employer