

## Job Description

**Job Title:** Account Manager  
**Reports to:** Regional Sales Manager  
**Location:** Albuquerque Branch Office (FFC)

### Position Description:

Our Account Managers are leaders in sales that typically make between \$55,000 - \$80,000 in their first year. This licensed sales position will work with school districts in the K-12 market providing product options in core and voluntary benefits. Working in the assigned territory, the position will prospect for opportunities as well as build & develop relationships with potential clients. Other duties as assigned.

### Qualifications

- Must have Group One Life and Health License (or obtain in 90 days)
- 2 years proven track record in sales.
- Must live in Central or Eastern New Mexico.
- Willing to travel 80% of the time in and out of assigned territory with overnight stays.
- 2 years experience working with benefits (medical, dental, vision, prescription drug service and retirement plans).
- 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.
- Must have strong knowledge and work experience using Excel, Word & Outlook.
- High school diploma required or equivalency required (GED).

### Preferred Qualifications

- Bilingual English/Spanish preferred.
- Series 6/63 securities license preferred.
- Bachelors Degree from an accredited university.
- 3 years working in insurance/finance industry.
- Knowledge of general benefit plan terminology highly preferred.
- Knowledge of the K-12 market benefits highly preferred.

### Knowledge, Skills and Abilities

- Time management and organization skills
- Computer proficiency
- Ability to present to small groups.
- Strong sense of urgency
- Strong interpersonal skills; diplomatic and tactful

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

**Equal Opportunity Employer**