



Job Description

Assistant Account Consultant

Are you a passionate, energetic, and determined individual looking for the opportunity to grow with a dynamic company? If so, we want to speak with you!

As an Assistant Account Consultant at Savoy, you'll have the opportunity to support our business development team in ensuring a smooth internal process that translates to our outside broker partners as a coordinated, proactive, and organized administrative unit.

Responsibilities

- Assist with processing new business cases: review broker and/or group submissions, will be responsible in the collection of all and any missing information, forwarding cases to the carrier, and coordinate through final case approval and member ID requests
- Responsible for data entry pertaining to internal company databases for all NYC and Long Island business development teams
- Provide forms and website direction to brokers to facilitate new business and renewals, includes loading of group's demographic information into quoting software portal
- Supply brokers with knowledge on employee benefits products, services, and regulations
- Service existing accounts as needed, including claim issues and member maintenance
- Handle broker inquiries regarding processes/forms/procedures, such as: Collecting licensing/appointment paperwork, submission deadlines, basic knowledge of product availability by carrier and basic knowledge of plans/benefits
- Office manager duties to include maintaining inventory and ordering of sundries and materials
- Answering reception phone, greeting guests, representing Savoy accordingly to all parties
- Act as personal assistant to NYC executive staff as needed
- Primary point of contact for using landlord's communication systems, entering guests in security
- Responsible to keep office IT running (with the help of the IT department) including phones, printers, etc.
- Take direction from BDT's, Director of Operations, or executive staff; other assignments or responsibilities as needed

Qualifications

- BA/BS preferred but not required
- 1-3 years insurance experience in group health insurance preferred
- New York Accident & Health License required within 3-6 months of hire
- Excellent verbal and written communication skills; Exceptional interpersonal communication skills
- Proficient skills in Microsoft Office Suite
- Ability to multi-task and maintain organization in a fast-paced, changing environment

We Offer

- Medical, dental, & vision coverage
- Insurance coverage for the unexpected
- 401(k) plan
- Paid time off
- Company culture events
- Casual Fridays

Company Description

Savoy is an innovative benefits consulting firm and general agency. With over 30 years' experience, Savoy's strategic partnerships bring continued growth to brokers, carriers and vendors. Savoy provides best-in-class products and services including comprehensive health and specialty benefits, compliance, HR services, technology solutions, research, education and other employer-related services.