

Account Management Associate – North Idaho, United States

Pervidio Benefits Services Inc., www.pervidiobenefits.com, is a boutique national broker and plan manager of custom employee benefit structures. We are seeking a highly motivated Account Management Associate to assist with all facets of client services including: advocacy implementation, coordination, eligibility management, client records management, proposal building, client customer service, marketing, & vendor relationships.

This is a part time position working approximately 25 hours weekly, with the potential to become full time at a later date.

Salary Range \$19.00 to \$22.00 hour depending on qualifications. Benefits Provided: Medical Plan, Retirement Plan & Costco Membership

Minimum Position Qualifications and Requirements

- 2 years college or successful administrative or corporate customer service work experience.
- Ability to hold a resident insurance license in the State of Idaho.
 - Producer Insurance license must be in place within first 90 days of employment.
 - See <https://doi.idaho.gov/licensing/> for more info.
- Ability to work from a home office with a flexible schedule. (up to 25 hours per week)
 - Pervidio will provide necessary systems, equipment, computers, printers, phone, etc.)
 - Qualified applicant must have access to high speed internet at home office.
 - (Preferable connection speed of 40/40).
- Ability to work proactively, independently and often without direct supervision.
- Financial literacy including business math & clerical skills.
- Possess a high level of professional discretion and ability to work with confidential and sensitive information.
- Comfortable working with key decision makers of large companies and participating in face to face meetings with confidence.
- Competency with the use of all Microsoft Office systems including Outlook, Word, Publisher, One Note, Power Point and Excel. High skillset using Excel required.
- Desire to continually grow in professional skillsets.
- Excellent writing, communication and phone skills.
- Insurable under professional insurance errors and omissions / fiduciary policy.
 - Requirements are similar to Idaho State Agent insurance license requirements.
- Occasional travel may be required to client locations and or conferences.
- Organizational skills.
- Professional Demeanor and Presentation skills.
- Proactive Listening skills.
- Strong sense of urgency and superior customer care skills.

Additional desirable qualifications (not required, training provided)

- Knowledge of employee benefits, HR, payroll, and applicable regulatory environment desirable.
- Knowledge of online marketing desirable.
- Knowledge of medical billing
- Located within reasonable drive to a major airport.

Apply by submitted resume to: info@pervidiobenefits.com. Equal Opportunity Employer

