Brown & Brown Insurance is seeking an **Employee Benefits Account Executive** to join its growing team in **Carpinteria, California**!

**WHO WE ARE:**

Brown & Brown is a unique and decentralized publicly traded organization (NYSE: BRO) that has grown to become the sixth largest insurance intermediary in the country. We sell property & casualty insurance and employee benefits insurance to mid-sized and large corporations throughout the country.

Becoming a Teammate of Brown & Brown introduces you to a career with virtually unlimited possibilities. Our unique corporate culture rewards self-starters and hard workers who adhere to our commitment to do what is best for our clients. With Brown & Brown you will get the training, the mentoring and the tools you need to succeed.

**Who You Are:**

You believe in working as a team and thrive in fun, collaborative environments. You have a client-focused attitude and value the importance of relationships, professionalism and trust. You set goals high and aim higher. You have solid communication skills. You are detail oriented and organized. You enjoy learning new skills, systems, processes, and procedures. You are a great listener and are not afraid to ask questions. You believe that learning is vital to success.

**What You’ll Do:**

* Review and coordinate annual renewals with employers and coordinate with producer, requesting alternate quotes as needed
* Develop and present renewal information, negotiate renewal when appropriate, and confirm renewal with carriers upon plan changes
* Maintain client services throughout the year, i.e. administration issues, billing, eligibility, claims
* Coordinate and update our client system, policies, and files for assigned clients
* Develop and maintain excellent client and carrier relationships
* Review contracts, policies, EOCs, SPDs, SBCs and Third-Party Administrative Agreements
* Create SPD Wrap Document
* Conduct Open Enrollment meetings and travel as needed
* Foster and seek relationships with teammates across all levels of Brown & Brown
* Ensure compliance with government agencies and corporate policies and procedures
* Attend training sessions, courses, etc. to maintain up-to-date skills
* Always conduct the highest level of confidentiality
* Other duties as needed

**What You’ll Need:**

* Bachelor’s Degree
* 2 - 5 years’ experience in a similar position
* Life & Health License
* Knowledge of ACA, HIPAA, COBRA, FMLA, Form 5500 requirements, etc.
* Proficiency in Microsoft Office 365
* Exceptional customer service and interpersonal skills

**Perks of the Job:**

* Excellent growth and advancement opportunities
* Competitive pay based on experience
* Paid time off
* Generous benefits package: health, dental, vision, 401(k), etc.
* Employee Stock Program

Brown & Brown is an equal opportunity employer. As part of our commitment to fight for equality, we work to ensure a fair and consistent interview process. We celebrate diversity and we are committed to an inclusive work environment.