



Snipes Insurance is actively looking for highly motivated and enthusiastic team members to support our customers. We consult and navigate our clients through the complex world of employee benefits. We assist employers and their employees through the entire Benefit implementation, integration of Technology and ACA Compliance.

An Account Manager will help and support:

1. Build and maintain strong relationships with clients.
2. Provide clear answers to client on any benefit coverage or billing question.
3. Update policy changes on customer accounts in our book of business.
4. Consult with clients to help process quotes, issue renewals or any updates needed to current policies.
5. Maintain client files in agency system for processing all transactions.
6. Sets priorities and manages workflow to ensure efficient, timely and accurate processing of transactions and other responsibilities.
7. Work together with the sales team to keep up with industry standards, insurance products, etc.

Team requirements will include:

1. Being a team player
2. General college degree or equivalent
3. Microsoft Office proficiency (Word, Excel, PowerPoint)
4. Well organized with ability to solve problems
5. Desire and ability to learn and become proficient in Employee Benefit Enrollment technology and Payroll technology

Benefits that we offer:

1. Competitive Salary
2. Major Medical
3. Dental
4. Vision
5. Life Insurance
6. Voluntary Life Insurance
7. S/T and L/T Disability
8. 401(k) with Employer Match
9. Paid Time Off

Dunn   Raleigh   Roanoke Rapids   Morehead City

(800) 849-8032

[www.snipesinsurance.com](http://www.snipesinsurance.com)

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