

ACCOUNT REPRESENTATIVE

The Account Representative is primarily responsible for overseeing the administration of self-funded benefit plans. This position acts as a liaison between the plan administrator and MedBen and cultivates and maintains a positive relationship with the client.

Job Responsibilities

- Enrolls new groups and attends employee enrollment meetings.
- Initiates contract renewal and meets with clients to maintain current business.
- Communicates plan information to appropriate departments and responds to plan questions from plan administrators, brokers, covered persons, and employees.
- Works with other MedBen personnel to resolve various plan-related issues.
- Meets with new groups to gather information and communicates it internally to appropriate personnel. Assists brokers with employee enrollments when required.
- Coordinates the administration of other benefits such as group life insurance, dental, vision and prescription drug plans.
- Reviews new and current plans for general compliance.
- Meets with each assigned group to review reports and discuss service-related issues.
- Ensures all contracts, excess stop loss policies, PPO applications are complete.
- Travels by car, plane and /or any other motorized transportation to meet with clients when necessary. Travel may include overnight or extended stays.

Job Requirements

- Experience in the insurance industry, preferably a third-party administration setting.
- The ability to read and interpret policies certificates and plan documents.
- A general understanding of ERISA, COBRA, TEFRA, and applicable state laws.
- Strong oral and written communication skills to instruct and advise others effectively.
- Strong organizational skills.
- Current/active license to operate a motor vehicle in the State of Ohio.

If you have any questions regarding a specific job position or completing the [MedBen Employment Application](#), please contact MedBen Human Resources Generalist Pam Johnson at (740) 522-7552 or pjohnson@medben.com.

MedBen is an equal opportunity employer, and we consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, genetic information or any other legally protected status.

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