BLUE PRAIRIE
— Group —

JOB DESCRIPTION

Title:	**Employee Benefits Broker/Consultant**
Practice Area:	**Employee Benefits**
Reports to:	**Employee Benefits Practice Leader**
Date Written:	**December 2, 2008**

GENERAL SUMMARY

Blue Prairie Group is looking for an emerging leader with proven peer market relationships and senior client relationships to join our Employee Benefits practice area.

As an Employee Benefits Broker/Consultant you will meet with prospects and current Blue Prairie Group clients to evaluate current benefit programs and provide innovative benefits solutions and advisory services. Consults on alternative plans, plan designs, funding options, and overall insurance needs related to group health, dental, life, disability and related products. Responsible for maintaining existing client relationships, as well as cross-selling other practice areas and services.

ESSENTIAL RESPONSIBILITIES & DUTIES

- Directs strategic planning and business development for Employee Benefits practice area by lead generation, scheduling prospect meetings, preparing proposals and closing sales
- Partners with C-suite and HR professionals to identify immediate benefit cost reduction strategies and alternative financing options aligned with company's strategic plan and human capital management direction
- Works with insurance vendors and underwriters to obtain quotes, negotiate benefit programs and rates and determine appropriate carriers for clients
- Recommends best benefit plans for clients based on plan analysis and vendor negotiation. Serve as a guide, when necessary, to establish comprehensive benefit program
- Serves as ongoing benefit advisor for clients, manage and monitor renewal process
- Represents clients in negotiations with carriers regarding premium rates and renewal
- Handles enrollment meetings, answer benefit questions for employees and/or employers
- Performs a variety of relationship management activities to maintain close contact with clients and deepen the relationships.

- Implements a variety of new business development/client acquisition activities, utilizing appropriate marketing, warm calling, networking, centers of influence and speaking/writing opportunities.
- Continues to look for ways to create new value by implementing best practices and improving work flows.
- Introduces the other practice areas to potentially cross-sell services to the existing client base.

DESIRED QUALIFICATIONS

- **Experience**
  - Minimum of 5 years of relevant experience required
  - Energetic, highly motivated team player
  - Initiative and strong entrepreneurial mindset
  - Integrity
  - Existing, portable book of business desired

- **Skills and Knowledge**
  - Excellent client acquisition/sales skills
  - Ability to up-sell and cross-sell additional services to existing clients
  - Demonstrated leadership and project management competencies
  - Strong interpersonal skills – ability to interact with current and prospective clients, insurance vendors and other professional service firms

- **Education**
  - Bachelor’s Degree or equivalent required
  - Life, Health and Accident Insurance license