

The Plexus Groupe LLC

Employee Job Description

Job Title:	Business Development
Department:	Sales
Reports To:	President / COO
Employment Status:	Full-Time
Exemption Status:	Exempt Salary

SUMMARY

Facilitates new business opportunities, maintains and expands existing book of business, and promotes positive on-going client relationships. This position targets all Plexus offerings including, L&H, P&C and Retirement Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must be able to identify potential clients, their needs and provide proposals for services.
- Meet assigned retention and growth goals.
- Conduct regular prospect and client meetings in conjunction with the assigned Client Management team.
- Work with the Client Management team to develop, analyze and implement a competitive insurance program by providing various alternatives for client consideration. In addition, work on annual timelines, meetings, renewal activities and other projects and deliverables as required.
- Develop strategic partners and network in community.
- Maintain a comprehensive understanding of vendors, products, trends, and strategy as it relates to plan designs and contributions

QUALIFICATIONS

- BA/BS required with at least 3 years of related experience; or 5 years of experience without a degree.
- Proven track record in closing new business
- Advanced presentation skills and have the ability to speak in public in front of small are large groups of people.
- Ability to work independently from others with little or no supervision.
- Possess a high level of understanding of the insurance market
- Must have, or be able to obtain within the first three months of hire, a Insurance Producer License

LANGUAGE SKILLS

Ability to read, write and interpret plan documents, routine reports and correspondence. Ability to speak and present effectively before small and large groups of people.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The ability to sit at a desk for extended periods of time. Ability to lift and carry client files, and enrollment materials. Must be able to lift 10lbs.

WORK ENVIRONMENT

Business casual office where the noise level in the work environment is usually moderate consisting of interaction with clients as well as other employees in the office. Frequent Travel to Client Sites is required. Some out of town travel may be required.