

Employee Benefits Intern  
The Plexus Groupe — Dallas, Texas  
Full-Time, Internship

### **The Plexus Opportunity**

Do you enjoy problem-solving and helping people succeed?

Do you want to be part of a company growing faster than ever?

The Plexus Groupe — a **Best Places to Work in Insurance** honoree eight years running — is looking for candidates who dream big.

At Plexus, we go further to make a difference for our clients and our associates. We lead, not lag. We are straightforward in our communication and transparent in our approach. And we can't stand run-of-the-mill, cookie-cutter solutions.

We offer differentiated expertise in employee benefits, property and casualty, corporate retirement planning (401k), human resources administration and consulting, technology services, mergers and acquisitions and personal lines insurance. Headquartered in Deer Park, Ill., Plexus also has offices in Chicago (Loop), Dallas and Oklahoma City.

### **Who We Are Seeking**

We are seeking a candidate who is driven, introspective, quick, analytical, accurate, and friendly. If you enjoy challenging yourself and helping others, you will like working with us.

As the Employee Benefits Intern, you will gain valuable real-world work experience for an insurance brokerage and risk management consultancy with a national presence and an international reach. You will learn about employee benefit trends for organizations ranging from 100-5,000 employees across all industries. You will work with seasoned Client Managers and Client Coordinators on managing client questions, proposals, marketing, rate negotiation, and sales and service support, including claims resolution.

The internship begins Monday, June 11, 2018 and ends Friday, August 3, 2018, but our hope is that the lessons you learn will carry forward as you later embark on your career in your chosen field.

**All Plexus interns will be entered into the CIAB internship competition to win a \$5,000 scholarship towards their college education (see press release- <https://www.ciab.com/resources/council-foundation-announces-2017-scholarship-recipients/>).**

### **Essential Functions**

- Handles incoming calls from assigned clients regarding benefit questions, claim issues, eligibility, billing, and other support issues.
- Coordinates with medical and ancillary carriers to ensure the timely resolution of client issues.

- Markets of coverages for existing business renewals and new business. Marketing information includes gathering census and experience information, plan designs, rates, and previous carrier information.
- Reviews marketing options from carriers and provide plan options, based upon client needs, via a proposal spreadsheet.
- Works with carriers to ensure the timely processing of case submissions.
- Works with carriers to ensure ID cards are received by the client in a timely fashion.
- Supports Client Manager with enrollment materials, information, and presentations for meetings with clients.
- Supports other team members and takes calls when other team members are unavailable.
- Attends client meetings when necessary.

### Requirements

- Currently enrolled in a bachelor's degree program, majoring in Insurance, Finance, or Business Administration. Ideal candidates will be entering their junior or senior year of college.
- Must have a 3.0 GPA or higher.
- Self-starter.
- Possesses analytical / problem-solving skills.
- Learns quickly.
- Enjoys teamwork and cultivating relationships.
- Possesses excellent verbal and written communication skills.
- Has work experience demonstrating strong technical and / or client service skills (analyst-type of internship preferred)
- Has a passion for solving problems and sharing solutions to exceed the standards of the client.
- Possesses excellent Microsoft Excel skills, with intermediate knowledge of other Microsoft Office programs.

EOE

### Application Directions

*If this sounds like the perfect position for you, apply directly at <https://www.cindexinc.com/c/5821B0>.*

To be considered for this opportunity, you will need to complete the Culture Index Survey on the site listed above. It should only take about 5-10 minutes to complete. When taking the survey, please select the following job title: **Employee Benefits Intern: Dallas, TX.**