

Lawley

INSURANCE | EMPLOYEE BENEFITS

New York State of Health (NYSOH)/Marketplace Account Executive

This position supports the NYSOH advisor, through service and strategic initiatives that help grow and maintain this segment of our Medicare division.

These are the *fundamental* components of the job:

- Provide support to the NYSOH Marketplace Consultant and their clientele (book of business) which may include but not limited to, assistance with client inquiries, and communications, email management, enrollments, plan changes and scheduling, all while maintaining a high touch level of customer service. This position may involve heavy phone usage and interactions.
- Execute Marketplace comparisons by conducting necessary client meetings, gathering preliminary information, enrollments and completing required follow-up. Maintain and monitor all renewal tasks within the dashboard and hold accountability for meeting document submission timelines
- Demonstrate flexibility in assisting with Medicare business as needed, with heightened support during the Annual Enrollment Period (AEP)
- Support Advisor to plan and participate in carrier meetings, as applicable to discuss plan changes

Other *functions* of the job:

- Expand and grow in your role when supporting miscellaneous duties as requested

Skills / traits that we value for this role:

- Client facing experience, and/or account management for 3 years or more
- Life Accident & Health License, and AHIP certification or ability to obtain in the first 90 days
- Relevant knowledge of health insurance products including Medicare & Individual Health Plans
- Demonstrate initiative by actively seeking knowledge of Medicare programs, regulations and industry changes, showing strong intellectual curiosity and a commitment to continuous learning
- Computer skills are a must, including Word, Excel, Outlook & PowerPoint. Will work with various CRM software platforms
- Demonstrated relationship building skills and passion to make customers/coworkers feel important and valued
- Open to continuing education, college degree preferred



'Lawley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, color, religion, sex, sexual orientation, national origin, citizenship, immigration status, gender identity or expression, military status, familial status, marital status, disability or genetics.'

- Positive attitude, even in a fast-paced environment
- Capability to work quickly and efficiently. Methodical, yet swift decision-making skills

A bit about Lawley!

- We are not a call center environment!
- We achieve success by building genuine relationships together, with our teams and clients
- We are a family-owned insurance broker (70+ years!)
- We are deeply committed to the communities we serve and love to get involved
- We work hard and play hard!!!

Why Lawley?

- Competitive salary and referral bonuses!
- Expansive Benefits (Medical, Dental, Vision—and SO many more)
- 3 weeks of PTO (prorated based on start date) AND a generous holiday schedule – available 1st day!
- Company 401K contribution received starting Day 1 (for participants 21+ years old)
- Educational support, career development, and growth opportunities
- Job Security (we've never had a lay-off, even during the pandemic)
- Flexibility, including hybrid schedules! Business hours 8am-4:30pm
- Comfortable, family-oriented culture, with an emphasis on work life balance
- Unlimited Volunteer Time Off opportunities (so you can assist in serving our communities)
- Fulfilling opportunities that align with your career path and our business needs

The compensation range for this position takes many factors into consideration including but not limited to: years of experience/training, skill set, and licenses/designations. It is not typical for an individual to be hired near the top of the range for a position as circumstances and location can vary in every hiring situation. A reasonable estimate of the current range is \$56,750 to \$101,279.75.

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