

# Sales Support Assistant

**Professional Benefit Administrators leads with one guiding principle, provide exceptional benefit administration for self-funded health plans. Brokers who choose to partner with PBA will benefit from an ally who values cost containment, flexibility, responsiveness, member advocacy, transparency, and results. PBA collectively aligns through the organization's core values of:**

- **Work together and respect each other,**
- **Be dedicated to the customer,**
- **Be accountable and do what you say,**
- **Take initiative and be willing to learn and**
- **Generate positive energy.**

## **Summary of Position:**

The Sales Support Assistant is responsible for supporting the internal operations of the Sales Support team. This position requires strong administrative skills and attention to detail. Please see below for a more in-depth overview of daily responsibilities and skills required for this position.

## **Responsible for:**

- Creating and scrubbing prospect files for the Sales Support team in a timely manner
- Communicating with the brokers on any missing information
- Building accurate Word proposals using Qvidian for ASO quotes and PDFing them into presentations for the Sales Representatives
- Sending out prospect declination letters
- Responsible for analysis requests
- Sending communications to Operations Support, confirming any issues with the prospect's plan designs
- Creating and sending out non-medical renewal groups' fee letters, then posting rate pages to the intranet
- Assisting with the end-of-month processes to include specific reports being run and sent out
- Attending and participating in all team meetings
- Other duties as assigned

## **Minimum Job Requirements:**

- 2+ years Third Party Administration or Insurance experience
- Must be able to maintain a positive work atmosphere by behaving and communicating in a manner so that you get along with customers, clients, co-workers, and management.

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- Must be a self-starter who is organized and able to handle multiple projects and due dates.
- Ability to quickly learn and adapt to new concepts/systems.
- Proficient in Microsoft Office Suite products.
- Excellent verbal and written communication skills.
- Ability to meet project milestones and deadlines
- Ability to prioritize projects throughout the day and transition to new procedures/focus with ease

## Essential Functions Statement

- The person in this position will work remotely and must have a dedicated space that is set free of distractions, quiet and private for HIPAA compliance.
- The person in this position must demonstrate strong attention to detail to be able to properly maintain various reports and documentation, and coordinate system setups and networks.

## Benefits and Compensation:

- PBA offers a wide range of benefits including medical, dental, vision, life insurance, AD&D, critical illness, accidental illness, FSA, disability and 401k.
- The range for this role is \$23-\$26 per hour based on prior experience

Professional Benefit Administrators is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Professional Benefit Administrators affords equal employment opportunities to all employees and applicants and specifically prohibits any and all discrimination and harassment based on race, race-related traits, color, religion, national origin, ethnicity, ancestry, military status, sex, pregnancy, sexual orientation, gender identity, disability (mental or physical), age, marital status, citizenship status, unfavorable military discharge, genetic information, order of protection status, and any other protected status under federal, state, and local law. Professional Benefit Administrators conforms to the spirit as well as to the letter of all applicable laws and regulations.