



INTERNATIONAL INSURANCE BROKERS, LTD.®

JOB DUTIES AND RESPONSIBILITIES

<u>JOB TITLE:</u>	Benefits Broker	<u>EXEMPTION STATUS:</u>	Exempt
<u>REPORTS TO:</u>	Team Leader / Benefits Practice Leader	<u>BONUS POTENTIAL:</u>	Yes
<u>SALARY RANGE:</u>	\$40,000 to \$100,000	<u>PROFESSIONAL DESIGNATION:</u>	CEBS

JOB SUMMARY:

To be the repository of knowledge for the IIB team on Employee Benefits, Human Resources and Compliance. To serve as the team's principal point of contact with IIB's carrier partners representing IIB's clients and obtaining the best possible value from the insurance marketplace while at all times maintaining the highest degree of integrity and ethics. Collaborates with the team Client Executive, P&C Broker, Financial Services Broker and Personal Risk Management Broker to provide a seamless and comprehensive service offering to IIB's clients.

RESPONSIBILITIES: Include, but may not be limited to -

- Remains current on developments in the Benefits, HR and Compliance areas
- Performs all IIB Benefits Broker Functions and keeps Client Executive apprised at all times
- Collaborates with other team members to develop inter-disciplinary solutions for clients
- Determines the carriers to whom an account should be marketed
- Together with the Client Executive determines Benefit products to offer clients
- Collaborates with Client Executive to prepare submissions to Benefit Carrier Partners
- Obtains quotes in a timely manner
- Analyzes and compares Carrier quotes
- Organizes, formats and transmits quotes to the Client Executive for inclusion in client proposal
- Assists the Client Executive to develop and present proposals & presentations to Clients
- Assist clients with Open Enrollment
- Communicates Client requests to Carrier partners and negotiates terms on behalf of Clients
- Is available for ongoing client consultations and assistance

SKILL SETS:

- High standards of personal and professional ethics
- Expert level knowledge of Employee Benefits & Human Resources
- Well versed in the latest Governmental Regulations and Compliance Requirements
- Able to multi-task and prioritize assignments
- Self-motivated
- Team player that exhibits loyalty to the company and to their colleagues
- Professional and approachable demeanor

TECHNICAL KNOWLEDGE AND REQUIREMENTS:

- EDUCATION: College degree Preferred
- Maintains or is working towards Certified Employee Benefits Specialist Designation
- Must have an Accident & Health and Life Insurance Licenses
- Proficient in all Microsoft Office Suite products (MS Outlook; MS Excel; MS Word; MS PowerPoint and MS Access)
- Proficient in IIB Benefit and HR technology offerings