

**Group Benefits Concierge**

AdvisorNet Insurance Minnetonka, Minnesota, United States (On-site)

**About AdvisorNet Financial**

*AdvisorNet Financial* gives independent financial advisors the freedom to focus on their business by offering industry expertise and operational support so they can excel in their practice. Building a strong and respected reputation takes time; AdvisorNet Financial has been helping independent financial advisors serve their clients for more than 60 years and are continually working on building a sustainable firm for the next 60+ years.

We are deliberate and self-reflective about the kind of team and culture that we are building, seeking people that are not only strong in their own aptitudes but care deeply about supporting each other's growth, and building in person relationships.

Company Culture is at Our Core.

Our **Guiding Principles** are more than just words, they're a way of life. We know that companies with a strong culture & a higher purpose perform better in the long run.

Do our **Guiding Principles** speak to you?

* Always Independent. Never Alone.
* Better Together
* Responsiveness and accessibility
* VIP Experience
* Dedication. Trust.
* Dependability. Focus.
* Substance over surface
* Truth over harmony
* One team. One mission. One standard.
* Mission first, people always
* Upward and onward
* Measure twice, cut once
* Meaningful for them versus convenient for us
* Create the solution, not the problem
* Above the line

As a **Group Benefits Concierge**, you will need to be independent and responsible for the overall management of employer-based benefit plans including medical, dental, vision, ancillary products, work site and individual plans. You will be serving small & large employer groups, ultimately supporting, educating, communicating, and building relationships with clients, employees, agents, carriers, and industry partners. The ideal candidate is someone who has proven benefit experience, enjoys a challenge, wants to continue learning, and making new relationships in a professional organization. This is a great opportunity for someone who has a can-do attitude to learn, grow, and master the role, excellent personal skills in organization, communication, and attention to detail, and is an experienced group benefits professional.

**Responsibilities**

* Manage a book of business comprised of advisors, agents, and their clients
* Support and organize internal sales and service processes
* Identify problems, summarize, and develop strategic solutions
* Educate, advise, and aid clients on compliance and new legislative changes
* Working daily inside a company CRM platform to enter, organize, track and report client data
* Develop and execute online enrollment platform
* Administer plan renewals including preparing appropriate contractual changes
* Conduct virtual and on-site meetings for employees and/or administrators
* Prepare and present benefits material at client renewals and annual open enrollment meetings
* Primary contact between clients and insurance carriers
* Ensure accurate and timely responses occur between all parties
* Research and resolve employee benefit issues and questions
* Develop and maintain excellent relationships with clients/employees, agents/advisors, and carriers

**Qualifications**

* 5+ years’ experience in managing benefit plans in a broker capacity
* 3+ years’ experience talking about benefit plans with employees and/or general population required
* 3+ years’ experience presenting annual open enrollment required
* Must be proficient in Excel and PPT
* Must have an active MN Health and Life License
* B.A. in Human Resources, Healthcare, or related degree a plus
* Strong ability to problem-solve with excellent attention to detail and advanced communication skills
* Highly skilled and comfortable presenting to groups
* Excessive aptitude for creating, improving, and following process efficiencies
* A work ethic that is focused on productivity and a healthy team collaboration

*Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties, as assigned, might be required.*