

CURRENT JOB OPENING

(as of 01/07/2019)

ACCOUNT EXECUTIVE Life and Health Department

Responsible for obtaining new accounts while providing service to existing accounts and assisting with the implementation of a comprehensive sales and marketing plan.

Responsibilities

- Call on leads for sales opportunities
- Prospect and obtain sales leads
- Acquire information and use in developing a competitive proposal
- Work independently as a member of a team accomplishing a minimum number of sales and service calls per day as outlined by the Sales and Marketing Manager
- Builds interpersonal and working relationships with key management in both current and prospective accounts
- Prepare and deliver presentations both to customer management and employees
- Manage and coordinate the proper documentation of contracts
- Coordinate, manage and transmit Enrollment Forms and Change of Status forms
- Explains benefits to current and new members
- Handle customers' complaints and direct concerns to appropriate department for resolution
- Provides consistent servicing to existing accounts on a monthly basis
- Prepare and submit Weekly Calendars, Activity Reports and other reports as requested by supervisors and managers
- Participate in Trade Fairs, Conferences and Exhibits as appropriate
- Any other job related duties as assigned by supervisor

Position Requirements

- A college degree is a plus or equivalent work experience in a sales and marketing role
- Must be able to get a life and health insurance license within 3 months of employment at CIU
- Have the ability to implement a marketing strategy for assigned accounts
- Excellent interpersonal, communication, and time management skills, with a high work ethic
- Possess strong analytical and problem solving skills
- Strong follow-up and organizational skills
- Knowledge of MS Word, MS Excel, PowerPoint

For current CIU employees, if you are interested in applying, please submit your updated resume to Human Resources Dept. no later than 01/18/2019.

External candidates should apply through www.hireguam.com.

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