

Quoting Specialist - Group

Supports Sales Coordinator in obtaining group insurance coverage quotes and facilitates requests for group medical and ancillary quotes.

Responsibilities:

- Gather and analyze correspondence, group census data and related information for quote requests from internal and external customers
- Enter client demographics into carrier proposal systems as well as entering rates and other plan information into internal proprietary software system
- Analysis of completed quotes for accuracy and reasonableness
- Timely follow-up with carrier or internal staff in order to meet deadlines
- Compile carrier quotes for spreadsheet presentation

Qualifications:

- Ability to type 35-40 wpm
- Knowledge of Windows based computer systems, including Word, Excel and Outlook
- Excellent oral and written communication skills
- Excellent customer service skills
- Understanding of Health Insurance terms, basic carrier rating practices and underwriting guidelines a plus
- AZ Health and Life licensed a plus
- High School graduate + some college