🖈 Job Opening: Voluntary Benefit Account Manager

• Location: Farmville, NC (On-site or remote)

(38 hours/week)

e Company: Pierce Insurance Agency, Inc.

Position Openings: 1

About Us

At Pierce Insurance Agency, Inc., we pride ourselves on building strong client relationships and providing top-tier insurance solutions. We are currently seeking a **dedicated and proactive** Account Manager to join our growing team. This role is ideal for a service-minded professional who thrives in a client-facing role and values excellence, accountability, and teamwork.

Key Responsibilities

- Serve as the primary point of contact for assigned accounts
- Build and maintain strong client relationships, including with clients' employees
- Communicate effectively both verbally and in writing
- Resolve client issues with a customer-first mindset
- Stay up to date on all aspects of assigned accounts
- Work independently while contributing to team success
- Stay current on industry knowledge, trends, and compliance
- Maintain insurance licenses and other job requirements
- Represent the company professionally in meetings and presentations

Qualifications

Required:

- Excellent verbal and written communication skills
- Intermediate proficiency in Microsoft Office (Word, Excel, Access, PowerPoint)
- Strong multitasking, time management, and organizational skills
- Ability to work full-time, Monday to Friday
- Day shift availability
- Willingness and ability to commute or relocate to Farmville, NC

Preferred:

- 5+ year of experience in the insurance industry
- Insurance License Life & Health
- Spanish language skills
- Public speaking or presentation experience

Compensation & Benefits

- Salary: \$45,000 \$55,000 /year (based on experience)
- Comprehensive benefits package including:
 - o 401(k) with matching
 - o Health, dental, vision, and life insurance
 - Health savings & flexible spending accounts
 - o Paid time off and paid training
 - o Employee assistance and discount programs
 - o Disability insurance
 - o Mileage & travel reimbursement

How to Apply

Submit your resume and cover letter to tjb@pierceins.com.

Join our team and help make a difference through exceptional service and professional growth. We look forward to hearing from you!