



HAVERN  
BENEFITS  
STRATEGIES

**Benefits Sales Associate: Boston, MA**

**Havern Benefits Strategies:** <https://www.havernbenefits.com/careers>

Havern Benefits Strategies is not your old-fashioned insurance company. We have created a unique service platform to help our clients design the optimal employee benefits packages to attract the best talent and offer value protection to their employees. This position is a full-time position with excellent internal growth opportunity.

**Position Summary:** The Sales Associate position is focused on generating new business opportunities while providing the highest level of customer service to existing clients as a part of the account management team. Grow in a fast-paced environment, while bringing a high level of enthusiasm and professionalism to a collaborative team atmosphere. The Sales Associate will serve as an extension of the customer's management and benefits team. This role will work to develop client trust, provide market knowledge, and administrative support with an existing book of business while growing an existing client base at Havern Benefits Strategies.

**Essential Tasks & Responsibilities:**

- Generate new business opportunities with cold introductions and grow a unique existing referral network in place.
- Comfortable presenting client review calls and in person building a personal rapport with clients..
- Negotiate with vendors, compile annual renewal presentation, cost and financial benchmarking analysis and process.
- Occasional air travel for client meetings, and in person open enrollments in Canada and the US.
- Develop and maintain current healthcare reform knowledge with a focus in the HBS niche market.
- Execute timely client data entry of vendor and client plan and accounting data into CRM database.
- Generating inside sales leads to outside sales role, and maintain account management responsibilities for existing and new clients.
- Other duties as assigned.

**Qualifications: Education, Experience, Licensing**

- Bachelor's Degree.
- 1-2 Years of sales and client service experience desired.
- Expectation: Become Life & Health Agent licensed with 12 months of employment.
- Job Type: Full-time

**Knowledge, Skills & Abilities:**

- Confident with social interaction through networking and cold calls, emails, and meetings.
- Thrives in a **TEAM** atmosphere while being open to multiple tasks and duties with a positive attitude.
- Energetic and enthusiastic to learn quickly while growing in a collaborative team setting.
- Time management and problem-solving skills. The ability to take initiative, prioritize multiple tasks and meet deadlines.
- Proficient in Microsoft Office (Word, PowerPoint, and Excel).
- Passion for building relationships with clients, vendors, and colleagues.
- Proactive approach problem solving to exceed both company and client expectations.

**Compensation: Competitive base salary and discretionary performance bonus. Generous Vacation Policy and hybrid work schedule. An excellent Employee Benefits Package inclusive of Medical, Dental, Life, STD, LTD, and a matched 401K paid 100% by the company! Please see full job posting under [havernbenefits.com/careers](https://www.havernbenefits.com/careers).**

**To Apply: Please submit a resume, references, and cover letter on how you would be a great fit for the team, to [info@havernbenefits.com](mailto:info@havernbenefits.com) with "Benefits Sales Associate" in subject line.**