

Sales Support Specialist

Are you looking for a **career**, not just a job?

At Custom Design Benefits, we are a team built with CARE – Commitment, Accountability, Respect & Integrity, and Excellence. We are a third-party administrator who manages employee benefits for our self-funded clients.

Tasks:

- **Understand and Integrate Key Elements:** Interpret stop-loss provisions, network, Pharmacy Benefit Manager, financial data, and plan design to support sales strategy.
- **Request for Proposal (RFP) Coordination:** Manage the entire RFP process, including reviewing materials, obtaining competitive information, selecting partner markets, and organizing submissions.
- **Proposal and Renewal Management:** Prepare accurate proposals, summaries, and documentation for new sales and renewals, including ASO and ancillary services.
- **Bid Review and Feedback:** Analyze and compare bids for accuracy, competitiveness, and alignment with sales strategies; provide feedback to carriers.
- **Client and Carrier Collaboration:** Maintain strong relationships with sales partners, brokers, and carriers, ensuring timely and effective communication, feedback, and negotiation.
- **Operational Efficiency:** Utilize Salesforce for data tracking, task assignment, and report generation while ensuring accurate rate sheets for invoicing and internal use.
- **Marketing Support:** Contribute to marketing efforts, update proposal materials, propose and execute creative ideas to support sales strategy.
- **Post-Sale and Ongoing Support:** Oversee stop-loss binding, disclosures, document accuracy, and renewal processes, ensuring smooth implementation and superior client outcomes.
- Other duties as assigned.

Our Ideal Candidate:

- Critical Thinker
- Problem Solver
- Self-Starter
- Excellent Communicator
- Learner

If you are interested in applying for the position, please send your resume to careers@customdesignbenefits.com