

Job Title: Medicare Client Relationship & Office Manager

Location: Bethel, CT (On-site position)

Company: HIQS Group

About Us: We're a small independent insurance agency specializing in Medicare and Individual Health Insurance. Our mission is to provide personalized service and expert guidance to our clients.

Job Description: Seeking a full-time Client Relationship & Office Manager to oversee client accounts and office operations. This role involves maintaining client relationships, managing inquiries via phone and email, and ensuring smooth office functioning.

Key Responsibilities:

- Manage existing Medicare and Individual Health Insurance client accounts.
- Stay updated on industry changes and regulations.
- Develop and maintain client relationships through effective communication.
- Provide prompt and accurate support to clients, including answering inquiries and scheduling appointments.
- Assist clients with application completion and submission.
- Liaise with carriers and vendors to fulfill client needs.
- Keep agent licensing and appointments up to date.

Requirements:

- Strong understanding of Medicare and Individual Health Insurance.
- Active Life & Health Insurance license or ability to become licensed immediately.
- Excellent communication and organizational skills.

Salary:

- \$60,000 - \$80,000 annually, depending on experience.
- Salary is not based on commissions; you will not be expected to solicit new business.

Working Hours:

- Monday to Friday, 9am-5pm.
- Overtime may be required during Annual Open Enrollment (Sept-Jan).

Benefits:

- Paid time off
- Dental insurance
- Group Life & Disability Insurance
- 401(k) with profit sharing

How to Apply: Submit your resume and cover letter to JK@hiqsgroup.com with the subject "Client Relationship and Office Manager Application - [Your Name]."

Note: This is not a remote role. The position requires daily presence at our Bethel, CT office.