



BENEFITS CONSULTING
UNDERWRITE • EVALUATE • ENGAGE

CAREER PATHWAY- DIRECTOR OF OPERATIONS

Equinox Benefits Consulting | 402 State Avenue, Emmaus, PA 18049 | 610-366-3777

FIND OPENINGS: www.equinoxbenefits.com

Business Description

Equinox Benefits Consulting (Equinox) is a full-service firm providing health insurance and employee benefits services for businesses and organizations of all sizes. Equinox supports all types of plan designs and funding levels to ensure that our clients exceed their objectives. Founded in 2005, Equinox is a company built on integrity and client service. Equinox serves over 500 organizations and corporations, that have over 15,000 employees across the U.S. Our dedication to member engagement drives down plan costs with dedicated client managers, effective plan design, and high-tech communications. With Equinox, you can trust that your business has the proper technology at its disposal, enrollments and claims are handled efficiently, and your employees have a true advocate on their side.

Knowledge, Skills, and Abilities Needed

We're looking for employees who...

- have excellent written and oral communication skills
- have great interpersonal skills
- are proficient in Microsoft Office products

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@company/1263774

This career pathway was created in partnership by:





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Director of Operations

Excellent leadership and organizational abilities are required. Proven knowledge of performance evaluation metrics. Duties include engaging mentoring, and training all team members. The Director of Operations will develop and automate processes for each department to increase efficiency. 5+ years of managerial experience and a college degree are required. Salary Range: \$90,000-\$110,000 annually

Account Director

Must have excellent communication and organizational skills. Industry experience is required. Duties include communicating renewal information to clients in a timely manner. In conjunction with the Underwriting team, the Account Director will analyze data to identify potential point solutions to manage client risk and evaluate the viability. Will provide guidance to clients on how to implement these proposed solutions. College degree preferred. Salary range: \$70,000-\$100,000 annually

Client Manager

Candidates will have excellent communication skills and proficiency in Microsoft Office products. Duties include gathering renewal documents from clients, obtaining and submitting new plans and renewal carrier paperwork prior to deadlines, addressing client questions, and completing renewals. Should be licensed in Accident & Health, Life & Fixed Annuities. College degree preferred. Salary Range: \$52,000-\$77,000 annually

Client Specialist

Candidates should have strong interpersonal skills, be proficient in Microsoft Office, Teams and Excel. Excellent organizational and time management skills required. Duties include processing enrollments and COBRA notices for clients, fielding incoming calls and emails to address any benefits questions, and using technology to complete enrollment processes. College degree preferred. Salary Range: \$45,000-\$52,000/annually

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