

JOB ANNOUNCEMENT

Posting Date: 07/06/2023
Position: Account Executive
Supervisor: Manager, Sales
Location: Nashville, TN

Job Summary:

The Account Executive will promote and sell the corporation products to prospective clients, agents, brokers, and consultants and also act as a liaison between Delta Dental of Tennessee and clients, agents, and consultants to ensure an understanding of products and services in order to meet individual sales goals.

Primary Job Responsibilities:

1. Develops strategies and plans to acquire new business for the corporation in order to meet sales goals.
2. Identifies Agents, Brokers, and Consultants that sell group benefits within assigned territory and develops ongoing relationships that enhance awareness of Delta Dental products and services.
3. Responds to requests for proposals in a timely fashion.
4. Presents proposals; conducts or participates in implementation meetings with new groups.
5. Develops and maintains relationships with key agents, consultants, and key decision makers to ensure sales goals are met.
6. Prepares and reviews various reports and correspondence including annual market plans, status updates and expense reports.
7. Participates in business and professional organizations to develop relationships and improve knowledge.

Minimum Qualifications:

Position requires a bachelor's degree and two years related sales experience; current State of Tennessee producer's license or ability to successfully attain license for Life and Health. Will accept any suitable combination of education, training, or experience.

Position requires knowledge of group benefits; dental procedures; excellent written and verbal communication; the ability to work independently and utilize time management skills.

Operation of a motor vehicle is necessary while acting as a representative of Delta Dental of Tennessee.

Position requires adherence to department and corporate policies and procedures, serve internal and external customers and support the goal of other departments and the company.

Must have no disciplinary action within the past 12 months.

Disclaimer

This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.

If you are interested in this position and possess the qualifications required, please complete this form and an Employee Application Update (available from Human Resources) and **return both** to Shanda Tucker or Tiffany Jones within 5 business days of the Posting Date.

Signature

Date

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”

“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”

“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.”