

## **Business Development Representative**

American Exchange is seeking an eager and motivated person to learn the health insurance business in the context of American Exchange's unique position within the Market. Founded in 2013 to assist people with ACA plans, American Exchange has advised and enrolled over 30,000 individuals and families with their health insurance options. American Exchange has grown quickly over the last 5 years and we need help!

Job Title: Business Development Representative

Job Description:

1. Search internet databases (BidNet, BidPrime and other State Based Procurement sites) for government bid opportunities that fit the scope of work of American Exchange services.
2. Obtain a resident Health and Life Insurance License to assist clients over the phone with their health insurance options. American Exchange will provide on the job training and will cover the cost of licensing, if the exam is passed.
3. Assist current American Exchange clients with customer service issues
4. Act as an Assistant Account Manager for current clients

Job Requirements:

1. Obtain Life and Health License
2. Strong Oral and Written Communication Skills
3. Proficient in Computer Skills
4. Associates Degree in relevant field

Healthcare or Health Insurance experience preferred. Salaried pay range for this position is \$36,000 per year to \$48,000 per year. This position also comes with additional compensation opportunity through commissions on sold business. Compensation will be negotiated based on experience and skill sets.

Please send resume to [a.hetzler@americanexchange.com](mailto:a.hetzler@americanexchange.com)