

## **Employee Benefits Department Manager**

This is an OVD Bat Signal...specifically set to attract a dynamic, visionary, and proactive Employee Benefits Manager to work in tandem with our current EB Manager. The Employee Benefits Managers serve as the Account Managers and Assistant Account Managers leaders and are responsible for overseeing the processes and procedures of the Employee Benefits department.

As an Employee Benefits Manager, you will plan, implement, and lead in the following functional areas, including but not limited to:

- Manage and support the Employee Benefits team in achieving high-level performance.
- Continuously develop/update policies, procedures, training materials, and resources supporting the EB team's continued success.
- Continuously seek process improvements and team education as we continue to catapult our growth.
- Train and develop new and existing team members.
- Stay abreast of benefit trends, benchmark best practices, and regulatory requirements to gain insight and provide direction to the department.
- Strong project management skills to oversee benefit renewals, vendor changes, wellness programs, and the implementation of benefits for all clients.
- Provide ongoing training and education initiatives to team members.
- Oversee the department to ensure we are providing an exceptional customer experience.
- Provide ongoing feedback and semi-annual reviews for team members, encouraging individual growth and success.
- Act as an integral role in carrier relationships and management of resources to balance new business allocation appropriately.
- Strengthen and build cross-departmental relationships to ensure a consistent experience for all clients.
- Champion any employee relation issues within the department working closely with Human Resources to encourage individual success.
- Manage a small book of business to stay relevant on policies and procedures; ability to back-up teammates, Managers, and Directors on short-term basis.
- Along with other duties as required.

### **What we look for in you:**

- A heart for mentorship and leadership
- Bachelor's degree in business, Finance, Human Resources, or a related field
- Minimum of five (5) years Commercial Lines Manager experience, prefer minimum 2 years experience leading a Commercial Lines team.
- Proven clear and effective communication and interpersonal skills, with demonstrated ability to interact with a diverse group, engage with leaders, and establish relationships and trust with various stakeholders across all levels of the organization.
- Exceptional project management experience and track record of adapting quickly.
- Strong critical thinking, problem-solving, decision-making, and conflict management skills.
- In-depth knowledge of insurance laws, understanding of guidelines, and regulations relevant to Commercial Lines.
- Proven ability to successfully lead with co-manager providing a strong inter-department leadership presence.

### **Why OVD:**

- We offer an exceptional compensation and benefits package.
- Recognition and reward for your high performance and career growth potential.
- An opportunity to make an impact on our rapidly growing organization as an integral member of our hard-charging, motivated, and competitive OVD family.
- Because we have the most amazing team members.

If you are a highly creative, analytical innovator with extensive experience in Commercial Lines, and, very importantly, who thinks outside the box...we would love to connect with you!

*OVD Insurance is an equal opportunity employer and will consider all candidates for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability status, protected veteran status, or any other characteristic protected by law.*