



## **Enrollment Counselor**

### **Job Description**

Hamilton Insurance Agency is currently seeking Enrollment Counselors on a Contract basis. We are looking for counselors who have a Health and Life license and reside in the following states: TN, MD, DC, VA, AR, FL, TX, PA, OK, NY, CT, NH, GA, NJ and OH. The counselors must be able to travel to various client locations, including overnight stays.

The Enrollment Counselor will conduct open enrollment meetings and actively participate in the enrollment event at our clients. They must understand and have the ability to explain in detail core, group and voluntary benefit products. The counselor must be able to handle complex benefit questions and discussions and provide assistance as needed. They will be presenting in face to face meetings and in large group settings. The counselor should have previous experience as a counselor who can organize and prioritize large workloads.

The requirements for the position are:

- Health and Life license in resident state is a must
- High School Diploma or equivalent
- 3 + years of experience
- Bi-Lingual ability (Spanish) is a plus
- Proficient on basic computer skills
- Ability to work in a fast paced environment with high degree of accuracy
- A professional presence and demeanor
- Ability to work in a team environment
- Dedicated to customer service
- Must be available to travel as requested

If you are interested in this contract position as an Enrollment Counselor, please email your resume to [hr@hamiltoninsurance.com](mailto:hr@hamiltoninsurance.com).