



## Sales Development Specialist

### Who We Are

Helping businesses keep a promise to their employees and their families is a great feeling, and that is what we deliver everyday. ICBA Benefits is one of the fastest growing independent group health and retirement benefits platforms in Canada, and we are looking for people to help us provide a customer experience that is second to none in the industry.

ICBA Benefits has a progressive approach to recognizing and rewarding our employees and values dedication, determination, and teamwork and as we strive to provide an exceptional member and customer experience. We are committed to helping our people turn ambition into achievement by providing a work environment that is second to none.

For over 45 years, our parent, the Independent Contractors and Businesses Association has been the voice of B.C.'s construction industry. Today, ICBA represents more than 3,500+ members and clients, and is the single largest sponsor of trades apprentices in the province.

### Opportunity

As a **Sales Development Specialist** for ICBA Benefit Services Ltd., currently based in our Burnaby, BC head office which will be moving to Surrey, BC in summer 2021, you will report to the Director, Business Development. This position supports a sales and marketing team, and is integral to selling new employee group health benefit and group retirement solutions to new prospects across the Lower Mainland, as well as to our existing ICBA membership.

You will proactively engage in marketing and prospecting campaigns, and connect with owners and benefits decision makers at organizations growing our province and driving the BC economy. The successful candidate will possess both professionalism and personality to impact external and internal stakeholders, and is comfortable connecting via telephone and e-mail at volume.

### Responsibilities

- Assisting the Director, Business Development and other sales team members in driving results to win new Group Benefits and/or Group Retirement business.
- Coordinating quotes for new Group Benefit and Retirement opportunities.
- Proactively prospecting and nurturing new client opportunities.
- Secure appointments and schedule meetings with prospective owners and decision makers.
- Creatively work on marketing campaigns.
- Work closely with ICBA Underwriting on proposals.
- Communicate, coordinate and collaborate with ICBA members to position ICBA Benefit services for their businesses.
- Maintain clear and accurate reporting and forecasting within MS Dynamics CRM.



## Requirements

- Exceptional at building new relationships and able to connect easily in person or over the phone.
- Ability to prioritize and multi-task in a fast-paced environment.
- Organized and resourceful, with a strong attention to detail.
- Strong Microsoft Office skills.
- Entrepreneurial spirit and a competitive desire to contribute to team goals.
- Eager to contribute, learn and grow in a high-profile organization.
- Group Benefits industry experience an asset.
- Experience with a Third-Party Administration (TPA) organization an asset.
- Retirement solutions knowledge an asset.

## Rewards

We offer:

- A competitive base salary
- Team Bonus structure
- Full benefits package
- Matching RRSP contribution benefit
- Vacation and Flex-time
- Transit allowance
- We encourage professional development and designations, as well as pursuing learning & development opportunities as part of a growing organization

## How to Apply

Apply through the job post on [indeed.com](https://www.indeed.com), or submit your resume and cover letter to Jenny Ma, Office Manager, at [hr@icbabenefits.ca](mailto:hr@icbabenefits.ca).