



## Account Manager – Irvine Facility

LIBERTY Dental Plan is looking for an Account Manager whose responsibility is to be the primary contact for clients and is focused on retention and client satisfaction.

### **Essential Duties and Responsibilities:**

- Build and maintain effective professional relationships with clients.
- Respond to client and consultant inquiries and service requests quickly, efficiently, and accurately.
- Monitor group account to identify potential problems and work with functional areas to avoid and/or resolve issues.
- Keep abreast on market conditions and developments.
- Ensures commitments are effectively managed.
- Acts as internal coordinator on any additional solution needs or gaps and coordinates and facilitates activities associated with bringing in new solutions.

### **Qualifications and Skills:**

- 2-5 years of Account Management experience.
- BA/BS degree or equivalent experience.
- Experience in the healthcare industry, preferably in dental insurance.
- Client management experience, interacting with various roles and levels.
- Proficient in Word, Excel, and PowerPoint.
- Strong project management skills.
- Excellent verbal/written communications skills.
- Extremely organized and motivated.
- Client relationship skills – ability to develop strong professional relationships.
- Results driven – focused on producing high-quality services and deliverables.
- Dental industry knowledge a plus.
- Strong influential skills.

LIBERTY Dental Plan is an Equal-Opportunity Employer and supports workplace diversity.