



CRUMDALE — PARTNERS —

Market Coordinator

Workplace type: Hybrid

Job type: Full-time

About Crumdale Partners:

Crumdale Partners is a diversified insurance firm providing custom, self-funded healthcare solutions to a limited distribution network of brokers, consultants, and agents nationwide. Ranked on the Inc. 5000 Fastest Growing Companies and Best Workplaces, we leverage industry expertise, superior talent, data analytics, and a disruptive mindset to manufacture, underwrite, and administer agile, transparent, and cost-saving solutions. We optimize the fragmented health benefits supply chain to reduce health benefit costs and create better outcomes for employers and employees.

At Crumdale, people come first. We strive to make a positive impact on the people we serve. We believe this starts with the passion and purpose of our team. Our company culture is rooted in alignment, innovation, and integrity.

About the Job:

Crumdale is currently looking to fill the position of Market Coordinator. As the coordinator of the proposal process for our Sales team, you will play a vital role in ensuring the success of our new business activities. The role includes analyzing data, reviewing and preparing quote documents, and collaborating with multiple internal departments as well as external partners. The ideal candidate will have strong organizational skills with sharp attention to detail.

Duties & Responsibilities:

- Responsible for the timely delivery of accurate proposals to our Sales & Account Management teams.
- Works with assigned Regional Sales Directors (RSDs) on quote submissions, including data gathering and talking to broker partners.
- Works with Quoting and Underwriting to manage quote priorities for assigned RSDs.
- Creates signature-ready proposals for both new business and renewals.
- Reviews work completed by Quoting and Underwriting teams for accuracy and completeness.
- May prepare reports as requested by RSDs and/or Management.
- Maintains the day-to-day process in Salesforce for each opportunity while ensuring that all tasks are completed on or before scheduled deadlines.

Qualifications & Skills:



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- Entry level position. Bachelor's degree preferred.
- Detail oriented with an ability to meet deadlines with error-free work.
- Ability to prioritize and handle multiple tasks in a demanding, fast-paced work environment.
- A conscientious team player who can also work independently when required.
- Intermediate knowledge of MS Office products (Word, Excel, PowerPoint, Outlook, Teams), a basic knowledge of Adobe Acrobat, and a willingness to learn new technology.
- A desire to grow beyond the position itself by showing initiative to learn something new.

Compensation: \$40,000 - \$50,000 annually

Benefits:

- Medical insurance
- Vision insurance
- Dental insurance
- 401(k)
- Disability insurance