

JOB DESCRIPTION

Job Title: Insurance Sales Associate/Producer

Reports To: Chief Sales Officer

Department: Sales

Status: Exempt

SUMMARY/OBJECTIVE

The Sales Associate/Producer is an entry-level insurance sales role responsible for generating new business opportunities for Alper Services in Property & Casualty and/or Employee Benefits, as well as, risk management consulting. The Sales Associate will learn business insurance essentials and partner with experienced Sales Executives to learn how to generate new business opportunities. The new Sales Associate/Producer will also be personally mentored by the Chief Sales Officer through the Alper Sales Academy.

ESSENTIAL FUNCTIONS

- Generate new business Prospects and schedule qualified first appointments
- Partner with experienced Sales Executives/Producers to convert qualified Prospects into new Clients
- Demonstrate positive relationship-building behaviors
- Build a pipeline of Prospects through consistent and constant focus on best practices in sales
- Provide excellent Client service and adhere to all company policies
- Work well both independently and in a team environment
- Disciplined, dedicated focus on the behaviors required for sales success
- Demonstrate knowledge and understanding of essential insurance coverages and risk management techniques
- Work closely with Account Managers to complete carrier submissions, proposals and documentation
- Keep informed of industry developments and participate in industry functions
- Pursue continuing education and professional designations

COMPETENCIES

- Energy & Drive
- Delivering Results
- Results through People
- Personal & interpersonal relationships
- Client Focus

QUALIFICATIONS/SKILLS

- Education: College Degree required
- Continued insurance education and training required
- Producer's license required within six months of hire date
- Established record of success in prior chosen endeavors
- Strong organization, time management, analytical and critical thinking skills
- Demonstrated experience in working proactively, taking initiative and operating with minimal supervision
- Excellent analytical skills
- Excellent written and verbal communication skills
- Ability to meet deadlines and manage multiple priorities simultaneously in a fast-paced environment and work effectively under shifting priorities and pressure
- Provide Premier Client-Centric customer service to both internal and external constituents
- Proficient computer skills in Microsoft Office, experience in working with AMS360 or comparable agency management system and Customer Relationship Management software, preferred

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.