

ACCOUNT EXECUTIVE – COMMERCIAL INSURANCE



DIVISION/DEPARTMENT: Commercial Insurance		
JOB TITLE: Account Executive		
REPORTS TO: Executive Vice President, Sales		
Type of position: <ul style="list-style-type: none"><input checked="" type="checkbox"/> Full-time<input type="checkbox"/> Part-time<input type="checkbox"/> Contract	Hours: Paid Work Week: 37½ hrs Office Hours: 9:00am-5:00pm	Compensation: <ul style="list-style-type: none">- Full benefits- Guaranteed salary to start- Transition to commission-based
GENERAL DESCRIPTION <p>Prime Directive: <i>"To attract and retain qualified, long-term customers"</i></p> <ul style="list-style-type: none">• Prospecting for potential new target clients utilizing McLean Hallmarks's consultative selling approach and exploiting the benefits of the firm's Solutions Beyond Insurance™ program• Targeting accounts with a minimum commission revenue of \$5,000 and ideally in the \$7,500 to \$40,000 commission range• Developing targeted new business niches that will leverage your skills, energy and passion• Developing and maintaining a comprehensive prospecting and sales plan that will help drive sales• Working in partnership with your account management team to ensure the needs of existing clients are met and client retention exceeds 95%• Promoting and supporting a strong sales culture within the organization including being an active member of the sales team, participating in weekly sales meetings, mentoring newer producers, working with the E.V.P. Sales to create an annual individual sales plan and being a positive influence within the firm• Maintain professional business relationships with industry partners• Monitor and meet RIBO continuing education credit requirements• Adhere to all company policies and procedures including full documentation of client communication in Agency Manager and collecting accounts receivables• Attending training and educational seminars as required• Other duties and responsibilities as may be assigned		
PERSONAL CHARACTERISTICS <ul style="list-style-type: none">• Professional, ethical, friendly and courteous in all interactions with clients and co-workers• Committed team player capable of multi-tasking and adaptable to change• Perform well in a busy operation and remain calm under pressure• Strong organizational and time management skills with a proven ability to prioritize• Excellent written and oral communication skills and presentation skills		
QUALIFICATIONS <ul style="list-style-type: none">• Post-secondary degree or diploma with a university degree being preferred• RIBO license in good standing• Minimum two years experience in property and casualty insurance• Enrolled or working toward C.A.I.B. or C.I.P.• Working knowledge of TAM or similar broker management system• Strong working knowledge of the Microsoft Office suite of products		