

Job Title:	Sales Executive (SE)	Department:	Hospitality, Healthcare, Property, Casualty
Reports To:	Division Manager	Supervises:	0 - 5
Last Modified:	December 2005	Exempt / Non Exempt	Exempt

Job Summary:

The Sales Executive at NSU is a wholesale producer of commercial P&C, specializing in one of four areas: Hospitality, Healthcare, Property, or Casualty. Sales Executives distribute insurance solutions through a network of retail brokers and agents in an assigned multi-state territory. This position requires at least 5-7 days of travel monthly and may involve more during peak periods. Position is responsible for sales plan and implementation, and leads a small production team responsible for marketing and processing submissions, quotes, binders, policy issuance, midterm service and endorsements, and renewal.

Responsibilities and Duties:

- Develop and execute a business plan that maximizes new business production. Business will come from existing and new relationships.
- Identify retail agencies and brokers in designated territory who are potential customers of our products; solicit general flow of business and develop specific opportunities. Use market expertise, product strengths, and consultative sales skills to earn opportunity to quote. Meet face to face with retail brokers/agents
- Review and pre-qualify all submissions received to prioritize time, effort, and resources
- Negotiate between retailer and insurer to close sales
- Participate in networking events in the insurance and client community.
- Build positive working relationships with NSU's insurance markets (carriers). Identify and develop relationships with markets that are key to our business success. Anticipate the need for new markets and new solutions.
- Maintain competitive intelligence on hot markets, hot retailers, and general competition
- Renew assigned book of business within agreed upon retention parameters. Provide multiple solutions during renewal, while trying to maintain business with incumbent carrier.
- Become identified as the industry expert among existing client base.
- Supervise administrative support to provide best in class client and broking service. Anticipate training needs as well as additional personnel needs within unit. Delegate broking and service work as appropriate.
- Perform other duties as assigned by Division Manager

Knowledge, Skills, and Abilities:

Technical:

- Thorough knowledge of all applicable coverage, policy language, and risk management concepts
- Thorough knowledge of retail agency and brokerage operations
- Working knowledge of insurance pricing and rating concepts; claims operations; loss control operations
- Working knowledge of target industry operations, exposures, and controls

Behavioral:

- Negotiating
- Relationship Management
- Communication
- Influence and Persuasion
- Commitment to Task
- Customer Focus

Physical:

- Handle routine office work, drive to appointments, call on customers and vendors in business settings, and complete air travel. Job requires data entry into computers, handling files, carrying a laptop computer.

Office:

- Demonstrate working knowledge of phone systems and basic office machinery and equipment; Windows, Outlook, Word, Excel; ACT or similar contact management software; ability to learn enterprise software (ConceptOne by Epic Solutions)

Credentials and Experience:

- Minimum 5 years insurance experience. Proven ability to sell P&C insurance at retail or wholesale level.
- Minimum high-school diploma or GED equivalent
- Brokers license in Property and Casualty in state of domicile
- Valid drivers license for state of domicile

Special Requirements

- May occasionally operate personal vehicle on company business (company reimburses for mileage); appropriate personal auto insurance must be maintained
- Must be able to travel on a flexible schedule, at least 5 days per month

- Must occasionally be willing to work evenings, holidays, and weekends to meet business needs