

Position Title: **SALES REPRESENTATIVE**

Position Classification:

Reports to: Executive Vice President

Primary Function: To be responsible for the client and prospect contact portion regarding the writing of new business and the renewal of life insurance and investment accounts. Also, responsible for the follow-up and servicing of existing business.

Supporting Functions:

1. Establish leads for new accounts, gather the necessary information regarding these accounts and have overall responsibility of submitting this information to the insurance companies for quotation and/or writing.
2. To be responsible for gathering the information and fact finding to make recommendations regarding the placement of insurance and investment accounts and to deliver the policies in a timely fashion.
3. To be responsible for establishing a servicing procedure for each client account.
4. Sending and delivering client appropriate and compliant information regarding their needs and requests.
5. To perform periodic service calls on all personally sold client accounts.
6. To perform special projects at client account's requests.
7. To have overall responsibility on presentation of accounts to insurance and/or investment companies.
8. Maintain compliance with all appropriate state and federal regulations, including but not limited to the following: FINRA, SEC, Division of Insurance(s), etc. Also, maintaining compliance with all state and federal legislation including, but not limited to the following: Do-Not Call Rules, Gramm-Leach-Bliley Act, etc.

9. To perform special projects at management's request.
10. Follow-up sales through the underwriting, rollover, transfer, and sales process. Ensuring that products and services are placed in the most timely and efficient manner possible.
11. To receive telephone calls and other agency referrals for new business and to gather necessary information and completion of applications regarding these accounts and submit this information to the Executive Vice President or Agency Principal with recommendations regarding these accounts.
12. To solicit diary and follow-up dates for prospective accounts.
13. To use all agency checklists, fact-finders, and supporting disclosure pieces during the sales process and cycle.
14. Proper and extensive documentation of all prospect/client contacts. Emphasis of why, when, who, where and for what reason(s) products or services were placed or not placed as proposed. Extensive documentation on meetings and their outcomes. To be reviewed with the Executive Vice President or the Agency Principal when appropriate.
15. Working with others, interacting with clients, staff, management, liaisons, and company/sponsor personnel to enact, transact, effect and propose insurance and investment related products.
16. Comply with the minimum acceptable level of business as determined by the Executive Vice President. These minimums can be changed at any time and could result in termination if not achieved.