



## **Job Description**

**Job Title:** Producer

**Department:** Employee Benefits – Springfield, MO.

**Reports to:** Senior Vice President

**Status of Position:** Exempt / Commission Only

### **Essential Duties and Responsibilities**

- Build and maintain relationships with existing group clients, carrier contacts, and internal staff to facilitate sale and retention of insurance coverages
- Review and analyze client coverage levels to ensure clients' needs are met; recommend changes as needed
- Develop new clients through networking to identify sales opportunities
- Engage prospective clients to gather information about their insurance needs, discuss existing coverage, and provide customized insurance solutions
- Respond to Request for Proposals (RFP); coordinate and present in finalist meetings
- Manage and grow existing book of business and identify cross selling opportunities
- Communicate effectively and courteously to clients, employees, and carriers regarding benefit plans, renewal information, and plan & carrier options
- Develop marketing strategies to differentiate HM as the agency of choice

### **Supervisory Responsibilities**

- None

### **Educational Requirements**

- Bachelor's Degree preferred; Associates Degree required in Business, Communications, or related field
- Producer Life, Accident and Health License required or ability to obtain within three (3) months of hire

### **Work Experience**

- Minimum **5** years of insurance experience, preferably in the employee benefit industry

### **Technical Skills**

- Microsoft Word and Excel knowledge at Advanced or Intermediate level including all financial and data organization functions
  - Ability to manage client needs and multiple tasks
  - Good organization skills
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- Attention to accuracy and detail

### **Physical Demands**

- May require lifting of up to **25** pounds

### **Travel Required**

- Yes, Up to **25%** of time, or as determined by clientele.

### **Additional Requirements**

- Excellent interpersonal skills and a pleasant disposition required at all times
- Ability to work well with others in a fast paced environment
- Team player

<b>Completed by:</b>	
<b>HR Approval:</b>	
<b>Employee:</b>	
<b>Date:</b>	

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