

Winton-Ireland, Strom & Green

Job Description

Producer

Reports to: Sales Manager, President or other, as assigned
Location: Turlock, Modesto or Fresno
Department: N/A
FLSA Status: Non-exempt

Summary

This is a sales position. The Producer is expected to meet the set sales goals and build relationships with clients, to identify and solicit sales prospects from various sources and carry the agency's reputation and professional manner of conducting business into the dealings with both clients and carriers the agency represents and/or contracts with. **Special consideration will be given to Producers who own their book of business and/or do not have any contractual encumbrances with regard to their book of business.**

Each Producer shall grow and develop his/her talents, skills and insurance knowledge to the highest level possible.

Qualifications: To perform this job successfully, the Producer must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, abilities and/or skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school, or one to two years related experience and/or training, or equivalent combination of education and experience. Producer should have thorough understanding of the insurance industry, commercial underwriting, products and coverage and/or sales experience.

Knowledge, Abilities and Skills:

- Strong organizational and leadership skills. Ability to discern priority and initiative.
- Computer skills, specifically E-mail, and a basic understanding of Applied TAM, Microsoft Word and Microsoft Excel.
- Must able to type a minimum of 20 words per minute.
- Excellent verbal communication skills as well as strong interpersonal skills.
- Language Skills: – Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations; ability to write reports and business correspondence; ability to effectively present information and respond to questions from clients and the general public; ability to obtain information from others and deliver information to others in oral and/or written form, in a clear and accurate manner.
- Mathematical Skills: - Ability to calculate figures and amounts such as discounts, interest, premiums, commissions, proportions and percentages; ability to apply concepts of basic algebra.
- Reasoning Skills: - Ability to solve practical problems, interpret a variety of instructions and deal with a variety of variables furnished in written, oral, diagram or schedule form.

DISCLAIMER - This is a shortened version of the job description, listing "some" of the key responsibilities that are normal to the position. Other duties may be assigned as needs arise or as required to support the essential functions. A more detailed job description will be provided upon request, to those candidates who are being considered for the position.