



## JOB POSTING

**Position:** Commercial Lines Sales Producer

**Location:** Woodbridge

**Department:** Commercial Lines

**Reports to:** Director, Commercial Lines

**Summary:** The primary responsibilities include, but are not restricted to, generating sales leads and selling insurance products while providing customers with prompt, efficient response to their insurance needs. This position works hand in hand with client managers on the marketing and selling of new business.

### **Job Requirements:**

- RIBO Licensed
- Minimum of **five** years of previous Brokerage / Company Commercial Insurance experience
- CAIB or other Commercial Lines related designation required or in progress
- Exceptional service-oriented attitude
- Strong interpersonal and organizational skills
- Above average oral and written communication skills, with excellent language and grammar skills
- Ability to understand basic accounting principals
- Good Understanding of Commercial Risk Underwriting
- Good time management skills, with ability to cope with a number of different tasks at once within a fast paced environment, including meeting demanding deadlines.
- High productivity level with ability to cope with a high volume of activity and good management of expectations
- Detail oriented with ability to work independently with little supervision.
- Strong keyboarding and PC skills required in Windows, Microsoft Office package (Word, Excel)
- Sig XP experience would be an asset

### **Duties**

1. Generate sales leads by calling on new clients.
2. Review prospects' current coverages, and make recommendations regarding risk management to the client.
3. Maintain working relationships with Insurance Companies to enhance closing ratios.
4. Attend various trade shows and conventions to enhance relationship with clients.
5. Provide quotations to new clients as requested.
6. Place coverage with various Insurance Companies as requested by clients.
7. Maintain Accounts Receivable in accordance with company policy.
8. Work with client managers in marketing new policies, with a strong understanding of markets and products.
9. Maintain account receivables in accordance with Cornerstone's policy.
10. Document files and computer systems to reduce E&O exposure.
11. Advise clients regarding post-claims underwriting
12. Cross-sell all of Cornerstone's Insurance products

13. Perform other duties as assigned.

**Service Standards:**

The incumbent of this position is required to complete tasks assigned to the position within the established service standards.