

RECRUITING 'ROUND ROCHESTER



A weekly Job Fair dedicated to connecting local businesses with great talent!

JOB DESCRIPTION

Sales Coordinator

The Sales Coordinator is primarily responsible for prospecting new customers and meeting with current customers to sell Combined's insurance products within a specific geographic area and delivering annual sales objectives. The Sales Coordinator is also responsible for recruiting, developing and supervising a small team of 2-4 agents to assist them in generating sales.



RESPONSIBILITIES:

- Core sales process and personal production
 - Generate new customers through field prospecting, referrals, leads, target marketing and direct contact
 - Generate sales with new and current Combined policy holders
 - Build client relationships and respond to client needs and concerns
 - Set sales appointments.
 - Meet personal production and activity standards set by management
 - Report personal and team sales numbers to Market Director (MD)
- Conduct sales presentations consistent with new customer needs and assessment approach
 - Knowledge of company products, past and present
 - Learn and can present company sales materials
 - can effectively demonstrate the company's sales process
 - Conduct sales presentations consistent with new customer approach
 - Complete all post sales administration and data collection documents
 - Service customer service calls or refer to appropriate channel
- Recruiting
 - Field recruit prospective new agent candidates while selling or training to maintain a team of 2-4 productive agents
 - Take prospective agents on field demos
 - Conduct initial interviews with prospective agents and refer them to Market Director for further interviews and disposition
- New Agent Field Training
 - Field train all new agents in the sales process 3 days during their first week in field and help them to achieve a PAL award
 - Field train all new agents 1-3 days during weeks 2-4, as needed
 - Develop expertise with all aspects of the sales process in each agent
- Supervise, coach and mentor small team of agents
 - Support agents in assignment planning/appointment setting as needed
 - Mentor and coach established agents by conducting field training or accompanying them during sales visits as needed.
 - Promptly report any employee issues, absences, complaints or illness/injury to MD
 - Receive leads from MD, distribute to agents and report disposition
- Meetings
 - Conduct daily meetings with the team each morning for training/development and motivation
 - Attend monthly meeting with other Sales Coordinators and MD
 - Attend other company meetings and trainings as required
- Other
 - Follow company policies and standards
 - Promote WCS incentive awards

RECRUITING 'ROUND ROCHESTER



A weekly Job Fair dedicated to connecting local businesses with great talent!

JOB DESCRIPTION

Sales Coordinator

The Sales Coordinator is primarily responsible for prospecting new customers and meeting with current customers to sell Combined's insurance products within a specific geographic area and delivering annual sales objectives. The Sales Coordinator is also responsible for recruiting, developing and supervising a small team of 2-4 agents to assist them in generating sales.



COMPETENCIES:

- Ability to meet or exceed sales goals consistently
- Professional verbal and written communication skills, affinity to the value of personal brand
- Demonstrate personal initiative
- Maintain high ethical standards, leads by example
- Ability to effectively plan, manage time, and goal oriented
- Coaching and mentoring skills, high desire to see others achieve
- Ability to facilitate training and team meetings. Active networker within geography that leads to customer and agent leads

SPECIFIC SKILLS OR KNOWLEDGE:

- Successful and stable work history
- Minimum of 1 year work experience
- Demonstrated ability to lead a team through work experience or demonstration of personal motivation, strong ethics and desire to see others succeed
- Minimum of 6 months with Combined, with track record of meeting or exceeding sales goals and acceptable compliance record
- Previous team management is a plus
- Ability to use iPad at intermediate level
- High School Degree or equivalent required, college degree preferred
- Obtaining a Life, Accident and Health license is required prior to employment date

