

# **Multi-Lines Producer**

## **PRIMARY RESPONSIBILITIES AND FUNCTIONS**

1. Write new accounts in keeping with agency and individual goals.
2. Provide client service in support of sales duties.
3. Be involved in the renewal process of assigned accounts.

## **MAJOR ACCOUNTABILITIES**

1. Negotiate annual new and renewal production goals.
2. Develop prospects through an organized direct solicitation program, referrals from present accounts, target marketing leads, community affairs, affiliations, and other contacts.
3. Develop all information and recommendations for prospective accounts, present proposals, and adhere to agency policies and procedures for writing a new account.
4. Gather the information and risk management recommendations regarding the renewal of designated accounts, and deliver the renewals and/or binders with assistance of account managers.
5. Establish the payment arrangement within agency policies and procedures for each new and renewal account.
6. Handle phone calls from clients and companies.
7. Perform periodic service calls on designated accounts.
8. Conduct special projects at the requests of designated accounts.
9. Direct technical services and claims personnel to accounts when necessary.
10. Obtain and follow up on information concerning underwriting, claims, etc., as requested by the account manager, claims coordinator, or sales center coordinator on new business and prospects.
11. Maintain a concern for timeliness and completeness when interacting with customers, agency employees, and company personnel to minimize potential for errors and omissions claims.
12. Participate in classes and seminars for skill and knowledge development, and complete training schedule, as directed by management.

## **AUTHORITY**

1. Solicit business and submit applications to the proper agency department.
2. Bind coverage within limits established by the agency and insurance companies.
3. Collect premiums on behalf of the agency.

## **QUALIFICATIONS**

1. Aggressive and assertive self-starter with the ability to influence others
2. Effective verbal and written communication skills
3. College degree
4. Licenses as required by the State Department of Insurance
5. Previous sales experience