

Job Posting



Marketing accounts

- Ensure that underwriting information for all accounts is accurate and kept up to date
- Organize renewal client material and documents
- Prepare submissions to market in an efficient and timely manner
- Request quotations from markets and compare with alternates, ensuring market aligns with client goals
- Prepare annual review reports and conduct client meetings to review the account information and to make appropriate recommendations for improvements to their insurance program
- Ensure the client is placed with the best insurance market based on their specific needs

Sales

- Cross sell and upsell existing clients, seeking to further increase total book size
- Solicit additional new business from existing client base, and gain referrals to new prospects
- Support Account Director in preparing & conducting effective presentations to prospective clients in order to meet annual sales/retention goals
- Work in accordance with Account Director in formulating accurate and competitive quotes for potential new clients
- Round out accounts
- Prepare all necessary new sales paperwork

Additional Duties:

- Maintain an ongoing working knowledge of all available carriers and products
- Actively participate in continued learning programs or training
- Attend company functions
- Assist clients with completion of applications
- Attend to receivables
- Manage and process incoming revenues from markets

Core Competency Standards:

- ACCURACY AND ATTENTION TO DETAIL – Ability to perform work accurately and thoroughly.
- COMMUNICATION – Ability to communicate effectively with others using the spoken and written word. Ability to actively attend to, convey, and understand the comments and questions of others.
- CONFIDENTIALITY – Ability to maintain strict confidentiality in accordance with MAGNES privacy guidelines for client and employee information, as well as proprietary information.
- CUSTOMER ORIENTED – Ability to take care of the customers' needs while following company procedures.
- RELIABILITY – The trait of being dependable and trustworthy.
- TEAMWORK – Ability to be part of a team and work cohesively to achieve goals.
- TIME MANAGEMENT – Ability to utilize the available time to organize and follow a systematic method of prioritizing tasks in order to complete work within given deadlines.
- PROFESSIONALISM – Represent MAGNES professionally both internally and externally at all times.
- INITIATIVE – Ability to make decisions or take actions to solve a problem or reach a goal.

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- SELF-MOTIVATED – Ability to be internally inspired to perform a task to the best of one’s ability using his or her own drive or initiative.
- RESPONSIBLE – Ability to be held accountable or answerable for one’s conduct.
- RESPECT – Values the backgrounds, experiences, opinions, feelings and the contribution of everyone in the course of delivering our services.
- INTEGRITY – Recognizes that building trust demands honesty. Displays a commitment to doing what we promise. Ability to be truthful and be seen as honest and credible in the workplace.
- INNOVATION – Constantly strives to improve both our culture and the value proposition to our customers by searching for better solutions, processes and tools.

Job Specific Competency Standards:

- ANALYTICAL SKILLS – Ability to use thinking and reasoning to solve a problem.
- ASSERTIVENESS – Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- NEGOTIATION SKILLS – Ability to reach outcomes that gain the support and acceptance of all parties.
- PROBLEM SOLVING – Detects potential problems at an early stage and seeks to solve them before they escalate. Uses analytical skills and creativity to solve problems. Knows when to ask for assistance or advice. Utilizes the available resources or the company.
- PRODUCT & MARKET KNOWLEDGE – Understanding and awareness of products and services offered, not only by MAGNES, but also by competitors. Takes the time to understand customer needs and is able to match products and services to those customer needs. Up to date on current industry changes.
- RELATIONSHIP BUILDING – Ability to effectively build relationships with customers, suppliers, and co-workers.
- WORKING UNDER PRESSURE – Ability to be flexible and complete assigned tasks under stressful situations in a professional manner.

Skills & Qualifications:

Education	- University Degree, preferred
Languages	- English
License & Certification	- Life License required (or working towards obtaining), other financial services designations are an asset
Industry Experience	- Minimum three-five years of industry experience
Computer Skills	- Advanced MS Office & Excel

Compensation:

- Salary Range Guideline
- Bonus Incentives; Sales Commissions
- Vacation Days
- Sick Days
- Group Benefits Plan
- Recruiting Referral Fees

Please send Cover Letter & Resume to: dnixon@magnesgroup.com