

Personal Insurance Sales Account Executive

JOB DESCRIPTION

HomeServices Insurance Georgia is a full-service insurance agency, offering a full suite of quality insurance solutions including home, auto, umbrella, personal liability, life and more. As an independent agent, HomeServices Insurance Georgia represents some of the finest national & regional companies in the country, giving it the ability to provide risk management solutions that meet the ever changing needs of individuals and families. HomeServices Insurance Georgia is a wholly-owned subsidiary of HomeServices Insurance, Inc. (HSI).

HomeServices Insurance Georgia is seeking a licensed professional to join our team. As a Personal Lines Insurance Account Executive, you will be responsible for leading and managing all aspects of and growing HomeServices Insurance within the local operating company.

Job Duties and Responsibilities *(Essential Job Functions)*

1. Develop marketing plans and proactively market HomeServices Insurance Georgia to affiliates (real estate managers, real estate agents, mortgage and title personnel), insurance prospects and insurance clients by fostering and maintaining professional networking relationships with real estate sales associates, mortgage and title company staff and insurance carrier personnel to maximize sales opportunities. (50% mostly outside office work)
2. Effectively lead and manage on-site HomeServices Insurance Georgia personnel to ensure staff is trained in procedures, workflows, carrier underwriting guidelines and sales goals and administrative requirements are met. (10%)
3. Work closely with HSI leaders to analyze local operations and identify opportunities for growth. (10%)
4. Ensure leads are immediately fed to and followed up on by insurance account manager. (10%)
5. Recruit, select, train, develop, evaluate, motivate and retain staff for the successful performance of the department and achievement of company objectives. (0-5%)
6. Report any circumstances that may lead to potential or actual HomeServices Insurance Georgia errors and omissions claim and any DOI (Dept. of Ins.) or related complaints to vice president, insurance operations. (0-5%)
7. Perform any additional responsibilities as requested or assigned. (0-5%)

Performance Expectations

- Meet all performance and behavior expectations outlined in the company performance appraisal form or communicated by management.
- Perform responsibilities as directed achieving desired results within expected time frames and with a high degree of quality and professionalism.
- Establish and maintain positive and productive work relationships with all staff, customers and business partners.
- Demonstrate the behavioral and technical competencies necessary to effectively complete job responsibilities. Take personal initiative for technical and professional development.
- Follow the company HR Policy, the Code of Business Conduct and all subsidiary and department policies and procedures, including protecting confidential company information, attending work punctually and regularly, and following good safety practices in all activities.

Qualifications

Education:

- Two-year college degree or equivalent experience and knowledge. Bachelors and / or advance degree preferred.

Experience:

- Four years successful personal lines insurance sales experience.
- Two years or more of management experience; five or more years preferred.
- Two years of marketing experience.

Knowledge and Skills:

- Working knowledge of insurance agency operations, including coverages, rates, markets and applicable insurance laws/codes.
- Thorough working knowledge of all lines of Personal Lines insurance, especially those represented through HomeServices Insurance Georgia including familiarity with complex and less common coverages.
- Familiarity with risk assessment and risk management techniques.
- History of proven success in previous positions.
- Knowledge of real estate, title and/or mortgage businesses.
- Knowledge of Applied Systems (administration system) preferred.
- Excellent analytical, problem-solving and decision-making skills.
- Excellent oral, written and interpersonal skills.
- Excellent time management, organizational and computer skills.

Other (licenses, certifications, schedule flexibility/OT, travel, etc.):

- Appropriate state agent/broker license.
- Completion of AAI, API, ARM, or related insurance designation(s).

If you are interested in joining our growing team, please e-mail your resume with cover letter to insurance@homeservices-ins.com and indicate **Insurance Sales Account Executive** in the subject line.