

Job Overview				
<b>Job Title:</b>	Business Insurance Agent	<b>Branch:</b>	Harrisonburg, VA	
<b>Division:</b>	Commercial Lines	<b>Travel:</b>	As Needed	
<b>Reports to:</b>	Vice President of Sales	<b>Training:</b>	Role Specific	
Position Details				
<b>Position Type:</b>	Full Time	<b>Status:</b>	Commission/Base Salary	<b>Pay Grade:</b>
General Job Description				
<p>The Business Insurance Agent is a confident and self-motivated individual responsible for identifying and soliciting prospective new clients, preparing and presenting insurance options and proposals to prospective and existing clients, and responding to client needs throughout the client lifecycle. The Business Insurance Agent will establish, build and maintain business relationships with clients, carrier partners, vendors and centers of influence in the community. This individual is sales oriented, exhibits exceptional communication and interpersonal skills, and demonstrates a comprehensive understanding of insurance marketplace he or she serves. The Business Insurance Agent pursues sales for new and existing clients while retaining and growing an assigned book of business. Given their experience and expertise this individual may also be asked to train, advise and mentor an Associate Business Insurance Agent. As a representative of the organization, the Business Insurance Agent aligns personally with the organization's values as reflected in the LD&amp;B BLUEprint and models these values on a daily basis.</p>				
Essential Duties & Responsibilities				
<ul style="list-style-type: none"> <li>• Develop new clients through direct solicitation of prospects, referral from a variety of sources, targeted marketing and community involvement.</li> <li>• Maintain awareness of and respond to both internal and external changes and developments in the insurance marketplace.</li> <li>• Collaborate with carrier partners and internal colleagues to develop and present insurance and risk management solutions to prospective and current clients.</li> <li>• Promote both our overall agency in particular and the insurance industry in general.</li> <li>• Provide prompt, accurate, courteous and customer-focused service to clients. Service includes responding to questions, resolving complaints, processing requests, providing information, researching problems and developing solutions.</li> <li>• Provide consistent feedback to the Division manager concerning the efficiency and effectiveness of the sales process and collaborate with others in the division to develop, implement and meet division goals.</li> <li>• Maintain accurate, complete and timely records of all activity in the appropriate agency and partner data management systems and fully comply with carrier partner guidelines and expectations.</li> <li>• Demonstrate regular and reliable attendance.</li> <li>• Maintain a strong work ethic with a total commitment to success and consistently demonstrate our BLUEprint values every day.</li> <li>• Other duties as assigned.</li> </ul>				
Education, Requirements, Qualifications & Skills				

- Bachelor's Degree preferred.
- Three or more years of sales experience required.
- Current appropriate licenses, certifications or credentials necessary and applicable to the division, including maintenance of same.
- Must be a self-starter and capable of completing tasks with little or no supervision.
- Exceptional oral and written communication and interpersonal skills.
- Strong organizational, analytical and problem solving skills.
- Ability to understand and adhere to all requirements related to information security, privacy and confidentiality at all times.
- Willingness and ability to maintain a flexible schedule.

### Physical Requirements

- Must be physically able to work a minimum of 40 hours per week in the office.
- Must be able to sit for long periods of time, including while extensively using computers and associated or similar technology.
- Must possess the ability to hear, see, and speak.
- Must be able to stand, sit, walk, use repetitive small motor activity, use hands and fingers, and reach with hands and arms, stoop, kneel and ascend or descend stairs.
- Occasionally required to lift and carry up to 20 pounds.
- Perform with a high-energy level and ability to handle stress-related situations on a daily basis.
- Must have a valid state issued driver's license and have the ability to operate a vehicle.
- Must be able to drive and travel unaccompanied in diverse weather conditions.