



Morris Insurance & Financial

Job Title	Outside Commercial Insurance Associate
Job Post Date:	May 4, 2015
Open Until:	Open until filled
Reports to:	Agency Manager
Responsibilities & Duties	The Outside Commercial Insurance Associate will be responsible of meeting sales goals, prospecting, binding and maintaining new commercial business accounts and servicing existing commercial insurance accounts, collecting payments and maintaining accurate records of each account. The Outside Commercial Insurance Associate will be a committed member of the Morris Insurance & Financial team and will represent the Agency by maintaining a professional image during and after business hours. The Outside Commercial Insurance Associate will build and maintain relationships between our sales team and our clients. The Outside Commercial Insurance Associate will be required to prospect and travel outside of the Agency, potentially before, during or after normal business hours.
Qualifications	<p>The Outside Commercial Insurance Associate must have the following Qualifications:</p> <ul style="list-style-type: none"> • Proficient with Microsoft Office, including Word, PowerPoint and Excel. • Willingness to learn new computer programs as assigned. • Excellent verbal and writing skills. • Effective time management and planning skills • Exceptional customer service skills • Must be self-motivated. • Must have the ability to work effectively under minimal supervision • Must be willing and have the ability to relate to the requests and needs of prospects, clients and all other customers of Morris Insurance & Financial. • Ability to meet deadlines set by management or clients • Ability to travel as required. • Applicant must have a satisfactory driving record. • Applicant may be required to pass a background check.
Additional Requirements	<ul style="list-style-type: none"> • Maintain a current Virginia Property & Casualty Insurance License.
Preferred Skills	<ul style="list-style-type: none"> • Past Sales Experience is beneficial. Sales history in insurance is a plus. • Understand the needs and desires of clients so that products and services can be adequately presented and explained.