

## **Producer**

Come join a team that is a family. HRA is a successful insurance agency over 100 years of combined experience. We provide our clients with the best insurance prices and programs without compromising on coverage. We value relationships and teamwork, which are core to our business. If you are seeking a family work environment with professional growth potential, then HRA is for you.

As a Commercial Lines Producer, you will use your network to support business development of new business sales, as well as the retention and renewal of existing insureds.

### **Responsibilities:**

- Contact prospects, schedule appointments, and make sales presentations
- Develop prospecting programs and follow-up for maximum results
- Maintain prospect list of clients for target business
- Balance production to achieve desired mix of business.
- Coordinate production efforts with marketing and service personnel
- Accurately and thoroughly complete supplemental and application forms before marketing or submitting to be marketed
- Conduct periodic meetings with Account Managers to provide updates and ensure policies and procedures are understood
- Arrange payment terms for all accounts
- Gather information on renewals. Deliver renewals and/or binders following agency guidelines
- Keep abreast of trends and techniques to maintain a competitive status for the agency within the industry
- Attend sales seminars, company sales meetings, or educational activities needed to improve sales techniques, stay up-to-date on the latest developments in the marketplace, and maintain required licenses
- Review all agency activities relating to the public, customers and companies to avoid issues involving potential errors and omission

### **Qualifications:**

The successful candidate thrives in a collaborative and results-driven atmosphere and uses their strong communication and interpersonal skills to build relationships internally and externally. You must be personable; team oriented, and enjoy meeting new people and networking. The ideal candidate must have high energy, be highly motivated and be able to think outside the box to find the best solutions for their clients.

- P&C License or the ability to obtain one
- Knowledge of the Insurance Business
- Strong Communication Skill Set
- Must Be Able to Communicate Effectively with Insureds, Carriers and Staff
- Must Work Well within a Team Environment
- Self-Directed Self-Starter with a High Attention to Detail
- Client-Centric Mindset

We are an equal opportunity employer and all qualified applicant will receive consideration for employment without regard to race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability, veteran status, genetic information or any other status protected under applicable local, state, or federal nondiscrimination laws.