



245 Waterman Street, Suite 501, Providence, RI 02906
35 Braintree Hill Office Park, Suite 200, Braintree, MA 02184

AAMGA NAPSLO PLUS
RI: (401) 351-0066 | MA: (781) 794-1400
www.decotis.com

Job Opening – Insurance broker (Commercial & Personal) Home Locations: Braintree, MA

The candidate has direct responsibility for new business production, management of customer relationships, and key renewals with agency customers. The primary focus is to drive commercial & personal lines business and to build strong relationships with key agents to identify and write new commercial lines accounts. Accounts pertaining to other lines of business would be referred to other members of the production team (e.g. Professional Liability, Personal Lines, etc.)

We are a profitable and stable independent wholesale insurance firm with the ability to provide you with excellent markets and support. [Superstars only!](#)

JOB DESCRIPTION

Main Job Responsibilities:

1. Responsible for the execution of the firm's commercial lines strategy. This may include triage of submission flow, review of risks to ensure DeCotis is using capacity wisely and maintaining agency & carrier relationships, and attainment of profit and growth goals.
2. Develop relationships with new & existing agents and assist with driving new business flow using a solid understanding of the agent's business plans and Decotis' value and strategy.
3. Manage a portfolio of renewal business for your own book with brokerage account managers, with a focus on retention and maximizing commission with our most valuable partners, including our own internal commercial lines binding authorities.
4. Achieve goals as outlined in the business plan for assigned agents around total written premium, new business, and renewal retention.
5. Serve in a collaborative and open manner on a team consisting of other producers, customer service personnel, management, IT, etc. Proactively communicate with team members to achieve optimum business results.

Skills, Knowledge & Abilities:

1. Well-developed product line expertise (Property, GL, Umbrella, Comp, etc.) and negotiation skills. Ability to effectively assess risk and evaluate submissions.
2. Strong Analytical and problem solving skills' able to identify, analyze and resolve issues. Attention to detail.
3. Excellent interpersonal and communication skills. Ability to effectively interact with all levels of DeCotis' business partners, both internally and externally, including email, PowerPoint presentations and public speaking.
4. Effective in cultivating strong business relationships, able to identify potential obstacles and find common ground for pursuing business opportunities
5. Negotiation skills that can effectively influence and persuade others. Able to overcome objections, anticipate concerns, and work to overcome them.
6. High degree of personal organization and time management skills. Ability to multi-task under tight timeline constraints, including ability to prioritize and perform successfully in a fast-paced environment.



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Key Accountability Areas:

- New Business Production & Renewal Retention
- Profitability of book of business
- Meeting DeCotis' Service Standards
- Agency Relationships Management & Development

POSITION REQUIREMENTS

The Ideal candidate will have:

- At least 3 years commercial lines sales/production experience with a record of producing results
- Strong oral and written communication skills
- Working knowledge of Microsoft products (Outlook, Word, Excel, PowerPoint)
- Ability to prioritize and self-manage workload within specific service level standards.
- Bachelor's Degree required; professional designations (CPCU, ARM, AU) are a plus
- Prior experience in underwriting or business development for a carrier, MGA, or wholesaler highly desired. Must have experience with a retail agency distribution model.

COMPENSATION & BENEFITS

Annual Base Salary offered will be commensurate with work experience and the degree to which the candidate meet the criteria above. In addition to base salary, producers are paid via commission schedules based on their book's revenue.

Other benefits include:

- **Wonderful and Interesting Co-workers!**
- **Team Leaders that care about and listen to their colleagues**
- **Blue Cross & Blue Shield Health Plan**
- **Dental Coverage**
- **Life Insurance**
- **Accidental Death and Disability Insurance**
- **401K Retirement Plan (available after 1 year of service)**

INTERESTED? CONTACT US...

Please submit your resume & cover letter to Tom DeCotis at tdecotis@decotis.com. **Additional information about our firm can be found on our website www.decotis.com.**

MASSACHUSETTS
35 Braintree Hill Office Park, Suite 200
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RHODE ISLAND
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