



DECOTIS
SPECIALTY INSURANCE

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



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

Sales / Marketing – Specialty Insurance (Entry Level)

Greater Boston, MA / New England Region

This role consists of a 30 month training and development program that will prepare the participant to become a sales professional. The focus of the training program will be increasing new submissions, quotes and premium through the promotion of web-based, telephone & email submission models. The primary focus is to drive commercial & personal lines business development, to build strong relationships with key agents and to identify & cultivate new opportunities.

JOB DESCRIPTION

Main Job Responsibilities:

1. Conduct up to 20 sales calls a week to demonstrate web and phone quoting capabilities and setting insurance retailers up on the web quoting system upon successful demonstration. Weekly reporting of sales meetings that occurred each week the reporting of meetings scheduled for the upcoming week.
2. Timely follow up and continuous communication with customers/prospects to find out and take advantage of additional opportunities.
3. Systematic prospecting and arranging meetings with potential new customers, and with customers that have not reached their potential.
4. Identify and establish a relationship with the key contacts making sure we are doing business with the right people in each retail operation.
5. Work with their team to review web activity to spot trends positive and negative and addressing these trends immediately.
6. Establish an active relationship with Regional Sales Manager and regularly discuss strategy and tactics including sales issues, travel and follow up.
7. Pursue continuing education and insurance designations/licenses as outlined in the training and development plan. This will require self-study.
8. Develop relationships with new & existing agents and assist with driving new business flow using a solid understanding of the agents' business plans and DeCotis' value and strategy.
9. Attend & represent our firm at various insurance industry events when required, such as local retail agent State conventions (i.e. The Big Event, IIARI Annual Convention, NAIW Convention, etc.), after hours networking events for agents or carriers, and other similar outings that may take place outside of traditional workday hours such as carrier visits, golf outings, networking events and education workshops

Travel Commitment:

- 80% of time is spent in the field visiting customers in the region, reachable by car
- Occasional overnight travel required
- Candidate expected to attend two week insurance boot camp and participate in 2 day annual sales conference in Wayne, PA
- May also be asked to attend regional seminars and conferences

Skills, Knowledge & Abilities:

1. Strong analytical and problem solving skills; able to identify, analyze and resolve issues. Attention to detail.
2. Excellent interpersonal and communication skills. Ability to effectively interact with all levels of DeCotis' business partners, both internally and externally, including email, Power Point presentations and public speaking.
3. 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

POSITION REQUIREMENTS

The Ideal candidate will have:

- Bachelor's Degree required
- Strong oral and written communication skills
- Strong ability to make use of Microsoft products (Outlook, Word, Excel, Power Point)
- Ability to prioritize and self manage workload within specific service level standards

COMPENSATION & BENEFITS

Annual Base Salary offered will be commensurate with experience and the degree to which the candidate meet the criteria above.

Other benefits include:

- **Wonderful & Interesting Co-workers!**
- **Team Leaders & Managers with great empathy & listening skills**
- **Health Care Coverage (Blue Cross & Blue Shield)**
- **Dental Coverage**
- **Life Insurance**
- **Accidental Death and Disability Insurance**
- **401K Retirement Plan**

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.**

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