



Concorde General Agency is seeking an energetic, dynamic, competitive individual who is passionate about sales to join our organization as an ***Inside Sales Specialist***. Candidates will be engaged in 24 month training and development program that will prepare the participant to become a superior insurance professional. The focus of the training program will be to increase new submissions, quotes, binders, and premium over the phone.

Essential Job Functions - This role consists of increasing new business submissions, quotes, and premium by performing the following duties:

1. Conduct 50 outbound calls a day to appointed retail agents to drive new opportunities, convert leads into submissions and turn quotes into bind orders. Weekly reporting of sales calls and results is expected.
2. Educate customers on quoting platforms and services
3. Contribute to other outbound marketing efforts including social media, webinars and email blasts
  - a. Produce more effective email blast campaigns with the best, most relevant content to the right customer audience. Responsible for multiple email blasts per month
  - b. Contribute ideas for social media posts – multiple per week
  - c. Conduct a monthly webinar
  - d. Help coordinate customer events and contests as appropriate
4. Drive daily submissions goals and relay information to marketing team to maximize opportunities.
5. Review web and phone quoting activity to spot trends positive and negative and address trends with customers and team.
6. Establish an active relationship with Regional Sales Manager and regularly discuss strategy and tactics including training, sales issues and follow up.
7. Pursue continuing education and insurance designations/licenses as outlined in the training and development plan. This will require self-study.

#### Travel

- 80% of time is spent on the phone with customers
- Occasional overnight travel required - Candidate expected to attend two-week insurance bootcamp and participate in two-day annual sales conference in Wayne, PA
- Not a work from home position, office based.

#### Requirements:

- College degree OR equivalent business experience
- Strong oral and written communication skills
- Ability to prioritize tasks and work independently in a fast-paced environment
- Motivated, results-driven sales personality
- Open to coaching and continuous improvement