

LICENSED SALES PRODUCER - JOB OFFER

Contingent on successfully passing your Pre-Employment background check, I am very pleased to offer you a position as Licensed Sales Producer with my Agency - The Ford Agency, LLC. Below are the details of that position, and a compensation Schedule is attached.

Job Description / Duties:

In partnership with the agency owner, you'll set strategy and initiate best practices for customer contact and then use your analytical skills, monitor, and measure the overall effectiveness of the agency loyalty, initiatives, and customer satisfaction efforts – with the goal of continuously strengthening and enhancing customer relationships and driving agency revenue through new business growth and ensuring customer retention.

ASP Job Duties

- Will complete sales activities of all agency-sourced leads, nurture prospects, and then complete the onboarding process for all assigned customers to ensure a positive customer experience.
- Will generate their own leads via direct and community marketing activities.
- Cross-sell all Policies to insure less than 15% monoline policies in force.
- Quote all new business to sell multi-line Policies.
- Make daily outbound calls, follow-ups, and complete onboarding milestones as identified.

Responsibilities

Ascend Insurance Agency

- Develop leads, schedule appointments, identify customer needs, and market appropriate products and services, establish client relationships and follow up with customers, as needed to ensure high customer experience results.
- Provide prompt, accurate, and friendly service. Service can include responding to inquiries regarding insurance availability, eligibility, coverages, policy changes, transfer, claim submissions, and billing clarification.
- Use a customer-focused, needs based review process to educate customers about insurance options.
- Maintain a strong work ethic with a total commitment to success each day
- Ensure that daily 15–30-minute training topics assigned are completed and that progress against completing is documented.
- Ensure compliance with all Farmers and Agency policies and act as an active contributor to improving agency processes and procedures and complete all continuing education requirements by the state and maintain your license in good standing.

Expectation of Production

- ✓ Must maintain outbound call volume appropriate to selling two policies a day, sales average “80-10-2”.
- ✓ Must complete 20 quotes per week, write a minimum of ten new household policies per Month (Household = One homeowner, two vehicles & one Umbrella or specialty product)
- ✓ Need to write or refer for writing, a minimum of two life policies per month or 6 in a quarterly period.

Ascend Insurance Agency

- ✓ Must achieve revenue targets of greater than \$40,000 per Folio by day 90 of employment and sustain that production level ongoing.
- ✓ Must hold active P&C on day one & Life and Health insurance licenses for the state of Texas by Day 120 of employment, and ensure compliance with all CE training to maintain these licenses.
- ✓ Typically, a producer will have several thousand leads a year that they will be responsible for following up on and must maintain the prescribed follow-up and documentation required.

Work and Compensation Schedule.

The typical work schedule is 9 am – 5:00 pm Monday - Friday, but may include special events / weekends to be balanced against the weekly schedule. The Pay cycle is every other week for salary, one week in arrears, for example:

Planned Start Date: **January 1st, 2025**, so the first payroll cycle is either the 1st or 15th following your start date, paid one week in arrears. After that, every other week, there would be two weeks of base pay.

*Commission is only paid based on policies placed in force with the producer code, unless previously agreed.

**Commissions are typically paid the first payday after the 1st of the month within that pay schedule.

Next Steps: Email Becky at becky@texhq.net or Steve @ steve@texhq.net with your resume and contact details.