



Please fax your resume to 303-721-1085 or email to: [Steve@RoperInsurance.com](mailto:Steve@RoperInsurance.com)

## Job Description Form

Division/Department: Sales	
Location: Roper Insurance Corporate Office	
Job Title: Insurance Sales Agent	
Reports to: Steve Roper	Title: President

<b>Level/Grade:</b> <input type="checkbox"/> Entry Level <input type="checkbox"/> Intermediate Level <input type="checkbox"/> Expert Level	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours: <u>40+ / week</u></b> <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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### GENERAL DESCRIPTION

The Insurance Sales Agent is responsible for selling Roper Insurance products to new prospects and clients while adhering to The Company's code of ethics. Responsibilities also include maintaining and developing relationships with existing customers and visiting potential customers to prospect for new business.

Other responsibilities include, but are not limited to:

- Committing to and attaining assigned sales goals
- Reporting sales activity accurately and in a timely manner
- Producing insurance quotes
- Learning and utilizing CRM software
- Representing the organization at trade exhibitions, events and demonstrations
- Advising clients on forthcoming product developments and discussing special promotions
- Follow up with carriers to check on the progress of client applications
- Prospect for new business via cold calling, referrals and networking
- Explain features, advantages and disadvantages of various policies to promote sale of insurance plans
- Exhibit ethical conduct according to NAIFA standards.
- Maintaining current license and CE requirements
- Effective and efficient time management

### WORK EXPERIENCE REQUIREMENTS

- Must be self motivated with a focus on achieving high levels of production. Effective communications/relationship skills required.
- Previous sales experience required

### EDUCATION REQUIREMENTS

- Bachelor's degree or equivalent sales experience.
- Colorado Insurance Producer License required.
- Knowledge of major insurance carriers and plans preferred.

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	