

**Sagicor Life Insurance Company**  
**Internal Sales Specialist**  
**Job Description**

**Department:** Producer Resource Center  
**Position:** Internal Sales Specialist – Non- Exempt  
**Grade:** 2  
**Supervisor:** Senior Manager – Producer Services

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**Position Purpose**

To be an extension of the Sales Department to assist the producers and agencies with product questions, marketing opportunities and provide Concierge Service to promote and generate production and increased sales activity.

**Duties/Responsibilities**

- ◆ Partner with the Regional Sales Managers and Career Agency Managers to help develop sales opportunities in their territories
- ◆ Develop and strengthen existing relationships with our current producers and agencies
- ◆ Make proactive outbound sales calls to promote Sagicor products and solutions to our independent producers
- ◆ Respond to inbound calls regarding products, marketing materials, illustrations and electronic programs to provide product and sales support
- ◆ Deliver effective sales and service presentations and conference calls to promote products, services and competitive advantage
- ◆ Support strategic marketing and sales initiatives by outbound call campaigns, making sure our marketing partners are informed of our sales contest and programs
- ◆ Meet call activity expectations and monthly sales goals set forth by management
- ◆ Participate in continuous training
- ◆ Develop and enhance industry and product knowledge to effectively communicate and build credibility with Independent Producers and Marketing Partners
- ◆ Keep current on the competition and know how our products compare and can be positioned to meet the insurance needs of our customers
- ◆ Continually creating and strengthening sales activity to provide sales and marketing ideas by engaging with our Valued Partners to see how our products are trending in the industry

- ◆ Perform other duties as assigned by assisting the Producer Resource Center as needed when experiencing a high volume of inbound calls due to a marketing or sales initiative or an influx of business
- ◆ Required to complete 8 hours of community service. Participation can only be done through the organizations that have been designated by Human Resources to each Sagicor business/office location. These hours are to be scheduled through your Department Manager.

### **Accountabilities**

- ◆ Provide support to both our internal and external partners providing exceptional service at all levels
- ◆ Provide accurate information on products, services and systems utilized to process business
- ◆ Understanding of our procedures and facilitate Ease of Doing business with Sagicor

### **Qualifications**

- ◆ Active Producer License
- ◆ 2 – 5 years in the Insurance Industry with 1 year work experience in sales driven environment
- ◆ Detailed oriented, take charge person with excellent relationship building skills and strong technical skills
- ◆ Capable of working independently as well as in a team environment
- ◆ Strong Time management, organizational, follow up and problem solving skills
- ◆ Ability to thrive in a fast pace challenging environment, changing direction as needed to facilitate and support Sales
- ◆ Strong Presentation skills
- ◆ Effective listening skills and strong written and oral communication
- ◆ Strong Sales ability and effective telephone and customer relationship building skills