

# NOTICE

## JOB POSTING

## MARKETING FIELD REPRESENTATIVE- CENTRAL MISSOURI TERRITORY

### GENERAL POSITION SUMMARY:

The Marketing Field Representative is responsible for the marketing of company products with independent agents in an assigned territory. Responsibilities also include serving as liaison between the agency force and the company.

### ESSENTIAL FUNCTIONS:

1. Act as a primary company contact point for agencies within an assigned territory. Maintain and manage all aspects of the company relationship with agencies, from new appointment to termination. Coordinate with Underwriting and Claims Departments on issues as necessary.
2. Frequently travel to agent offices for on-site agency visits within an assigned territory.
3. Promptly submit concise Field Trip Reports containing information developed in agency visits.
4. Maintain a diary system to ensure all agency files are adequately documented.
5. Advise agency force of company initiatives and decisions which impact agency operations.
6. Investigate and document problems occurring for agents and policyholders.
7. Lead annual agency review process, making recommendations to management.
8. Coordinate and/or conduct agent meetings and events when required. Attend company sponsored agent events.
9. Manage travel and entertainment, advertising, and promotional activities in an assigned territory within an assigned budget.
10. Prospect, interview and train new agency appointments.
11. Manage agency relationships, including making recommendations regarding performance and production issues, implementing corrective action as directed by management, and contract terminations. Assist with collection of past due agent accounts.
12. Other responsibilities and duties as assigned.

### ADDITIONAL RESPONSIBILITIES:

1. Meet expectations of attendance and punctuality.
2. Develop, implement, and conduct online agent training and tutorial library for company agency force.
3. Serve as project team lead or team member for business plan projects as requested.
4. Serve as back-up to other team members, including support staff when needed.
5. Actively participate in continuing education.
6. Present a professional and helpful appearance.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Skills described in job description.
2. Knowledge and understanding of insurance contracts, underwriting rules, billing and accounting procedures, and customer service philosophies.
3. Ability to communicate clearly, professionally, and empathetically.
4. Ability to cultivate and maintain constructive agency relationships despite differing perspectives.
5. Ability to empathize with, actively listen to, and deal sensitively and professionally with agents.
6. Strong organizational and time management skills.

7. Ability to learn and utilize computer systems and other technologies.
8. Ability to maintain quality work product and professionalism, even when work volume is high.
9. Ability to think critically; anticipate, recognize, identify and develop solutions to problems in a timely manner.
10. Ability to work independently, as well as in a team environment.
11. Satisfactory work history and excellent attendance record.
12. Possess valid driver's license supported by good driving history.
13. Ability and availability to travel frequently supported by consistent, multiple overnight stays.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

1. Education:
  - a. Bachelor's degree (B.S./B.A.) from a four-year college or university, with emphasis on Risk Management and/or Business Marketing preferred; or
  - b. Associate's Degree plus 1-2 years of insurance industry work experience; or
  - c. Equivalent combination of education and experience.
2. Producer/Agent license in state of Marketing Territory assignment required

**SUPERVISORY OR MANAGEMENT RESPONSIBILITIES:** None

**If interested, send resumes to [hrinfo@cameron-insurance.com](mailto:hrinfo@cameron-insurance.com)**