



JOB POSTING – SENIOR PRODUCER

Under the direction, the senior producer's primary responsibility will be to build a book of business from leads generated by the Paramount team and yourself. In this role, you will have an assigned Commercial Risk Advisor, who will assist you in servicing your book. You will also be responsible for the continuation of team growth, mentorship & coaching of the commercial producers/commercial department. You will be converting prospects into customers by marketing business and customer's presentations.

Our team members are Advisors, because that's what we do - we don't broker our clients into a contract they know nothing about; we advise, empower, and protect them through our PEAK promise.

You will contribute to Paramount's success through concentrating efforts that maintains client retention at greater than 93% and supports the new business annual goal for the brokerage.

- *Providing team leadership, mentorship, and account oversight.*
- *Education, client protection & insurance solutions to a diverse range of commercial clients & prospects*
- *Managing a book of business including maintain client relationship, on-site risk assessments & claims management.*
- *Keeping up to date with trends and techniques, industry changes in marketplace, insurance company stability, etc.*
- *Administration and data entry if need be*

PIPELINE/GENERATING LEADS

- *Business to business selling*
- *Cold calling, warm calling*
- *Prospecting*
- *Obtaining and following up on leads to ensure growth of the book of business.*
- *Ask for referrals.*
- *Be involved in the community.*
- *Risk Assessment: on-site visit to preform a SWAT analysis and outline the risks, in prospecting, sales, renewals, claims & service situations.*
- *Ask thoughtful questions and seek expansive answers regarding their business, seek an education from the client.*

- *Inform prospect/client of what you are seeing, where their exposure is, what can be covered by insurance, what cannot be & how to mitigate against all those risks.*
- *Prepare and present professional and competitive proposals to prospects/clients detailing coverages and services from brokerage, share your knowledge and empower the client to help you make the best decisions for their business/selves.*

SERVICE:

- *Inform customer/prospect of who we are at Paramount, why we are the best option available and how the services we render are different/better than anywhere else.*
- *Review client renewals with Commercial Risk Advisor, complete renewal checklist have a conversation with the client to update the risk assessment & renewal checklist, remarket as necessary to provide the best coverage, maintain a retention rate of 93% or greater.*
- *Protect, Educate, Assess & share your Knowledge (Paramount PEAK Promise)*
- *Take claim calls & assist clients by ensuring expeditious handling of all claims and losses as per Paramount's Claims 3-5- Process.*
- *Keep abreast of Paramount market inventory, support the company objectives, and strive to reach new heights.*
- *Obtain and follow up on information concerning underwriting by completing brokerage applications, underwriting requests/requirements, etc.*

TEAM SUPPORT:

- *Actively recruiting & mentoring team members is essential to ensure the team is growing in knowledge and expertise; it also significantly supports Paramount's growth perpetuation plan for developing the next generation.*
- *Attend, participate and in some cases lead team meetings, your constructive feedback is paramount to the continued growth of our organization.*
- *Step in & help while you will have a book of business assigned to you, we run on a true teamwork structure, when someone is busy, away or unavailable, we step in to support our fellow team members.*

KNOWLEDGE & EXPERIENCE:

- *Licensed Level 2 Insurance Agent required.*
- *Valid Alberta Drivers License required.*
- *Completion of CAIB, C.I.P. or C.R.M. preferred.*
- *5-7 years experience as a sales executive, in a similar role, with an independent commercial insurance business environment*
- *3-5 years experience within a team environment in a CSR positions*
- *Actively working on C.I.P or CAIB designation preferred*
- *Ideally experienced with EPIC, Microsoft Office Suite, or comparable computer systems*

- *Commitment to ongoing learning & development, both professionally & personally.*
- *Management/Leadership experience, and willingness to learn.*
- *Exceptional soft skills*
- *Exacting Alignment with all five of our Core Values (Compassion, Humility, Knowledge, Reliability & Empower)*
- *Preference will be given to candidates with a post-secondary education, experience in a sales environment or who tick the non-negotiable boxes.*

This job operates in a professional office environment. Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

NON-NEGOTIABLES:

- ***Grit;*** *Hard work is common, Grit is rare.*
 - *Ability to persist through obstacles.*
 - *Strength to bounce back from failure.*
 - *Tenacity to keep pushing, no matter the challenge.*
- ***Relentless Resourcefulness:*** *find a way no matter how “impossible” it seems.*
 - *Innovative problem solving.*
 - *Conviction that there is always a solution.*
 - *Be like water, find a path around any obstacle.*
 - *Embrace challenges as growth opportunities.*
- ***Optimism:*** *entrepreneurship is a rollercoaster.*
 - *Don't see roadblock, see stepping stones to success.*
 - *Bring positive energy.*
 - *Have a sense of humour.*
 - *Provide a lightness to the office.*
- ***Enjoys Responsibility:*** *we aren't here to micro-manage*
 - *Take ownership of your work.*
 - *Care about doing a good job.*
 - *Keep clients protected.*
 - *Build relationships.*

POSITION:

- *Permanent, Full-time*
- *Monday - Friday*

REMUNERATION: *(negotiable on experience, alignment, and performance)*

- *From \$80,000 annually*
- *Commissions*
- *Partnership opportunities*
- *Growth (no corporate glass ceiling here!)*
- *Company events*
- *Yearly education allowance*
- *Yearly donation allowance*
- *Full Health Benefits (Dental, vision, health)*
- *Disability insurance*
- *Life Insurance*
- *Bonuses*
- *Paid leave*

Send resume & cover letter to: wrichter@paramountinsurance.ca