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# Example of Agency Sales Job Description

Our company is growing rapidly and is hiring for an agency sales. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for agency sales

* Plan, coordinate and manage logistics for executive-level on and off-site meetings and special events, including travel
* Manage the reporting and reimbursement of select Producers and Sales Leader’s expenses
* Maintain a positive work atmosphere by acting and communicating in a manner to facilitate positive relationships internally and externally
* Available during non working hours to problem-solve potential travel complications and/or short notice calendar changes
* Observe sales calls and conduct one-on-one coaching sessions focused in sales/closing skills and technical issues
* Lead sales inventory in terms of managing service levels to corporate standards and ensuring efficient utilization of all leads (request for quote, cross-sells, unpaid reported sales, etc)
* Lead weekly management meetings and team meetings, conduct self and team training and personal development
* Drive staffing selection in terms of interviewing, evaluating and selecting sales associates based on communication and sales/closing skills
* Improve training curriculum and streamline quality processes
* Coach phone agent performance via e-mail, phone and face to face interactions regarding policies and procedures, systems knowledge, and customer service skills

## Qualifications for agency sales

* Develop and pursue Agency sales and marketing goals and strategies
* Build and enhance relationships with existing agencies who have multiple underwriters to increase premium revenue and profitability within the sales territory
* Perform all due diligence and investigation necessary to identify qualified new agency candidates
* Assist prospective agents in completing agency application documentation
* Obtain completed agency application and all other documentation required by the agency approval process
* Submit approved agency application documentation into SureClose system