

## JOB DESCRIPTION

**Job Title:** Insurance Producer

**Company:** Watersound Insurance Company, in partnership with Gallagher

**Reports to:**

**Direct Reports:** None

**Date Prepared:** October 2020

<b>Job Summary</b>	The St. Joe Company is launching Watersound Insurance Agency in partnership with Gallagher. We are looking for a dedicated professional to join our sales team and grow our private client and commercial lines for our book of business.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Develops and acquires new business revenue through sales to new and existing clients with emphasis on small to mid-size companies with high revenue.</li> <li>2. Provides service to clients according to their needs, retaining them as clients.</li> <li>3. Participate in team sales situations with other producers and support personnel.</li> <li>4. May manage overall client relationships and is supported by day-to-day account management.</li> <li>5. Assist, educate, and develop other staff members in new client sales situations and existing client service requirements.</li> <li>6. Applies industry technologies to new sales, additional sales to existing clients and account service.</li> <li>7. Provides direction in account transfer situations.</li> <li>8. Prepares and implements and individual business plan and production budget.</li> <li>9. Develops and maintains interdivision/intercompany relationships consistent with our corporate culture.</li> </ol>
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree, 1 year related experience, and appropriate insurance licensing required.</li> <li>• OR Bachelor's degree, participation in Gallagher's Sales Internship Program (GSIP), and appropriate insurance licensing required.</li> <li>• OR High School Diploma/GED and 6 years' experience.</li> </ul>
<b>Knowledge, Skills, Abilities</b>	<ul style="list-style-type: none"> <li>• Professional designation may be preferred, including CEBS, CPCU, CIC, or ARM.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to operate normal office equipment.</li> <li>• Extensive use of computer.</li> <li>• Ability to operate a motor vehicle.</li> <li>• Ability to sit for extended periods of time.</li> <li>• Ability to lift up to 15 lbs.</li> </ul>
<b>Working Conditions</b>	Normal office environment, with occasional travel to other office locations.

*The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The Company reserves the right to amend and change responsibilities to meet business and organizational needs.*