

Greece Chamber of Commerce
Position Description

Position Title: InsuranceBroker/ Account Manager

Reports to: President/CEO

FLSA Category: Full-Time, Exempt

Summary:

This position serves as a licensed broker and account manager for the Greece Chamber's insurance program, managing a book of business that includes health, dental and vision insurance for individuals and groups in New York State. Provide subscribers with guidance and information on insurance options and plan coverage. Conduct outreach to business community. Meet monthly and annual goals to retain and attract new members. Manage various projects.

Essential Functions

- Stays current on wide range of insurance products and regulations.
- Works with prospective and existing members to provide insurance information and guidance.
- Makes presentations to individuals and groups.
- Manages book of business that includes medical, dental, and vision insurance for individuals, small groups, and large groups.
- Processes all necessary documents and submissions promptly and as required.
- Provides monthly reports.
- Meets monthly and annual retention and enrollment goals.
- Obtains and/or keeps current all necessary licensure, training, and certification to maintain insurance carrier appointments and meet state and federal requirements.
- Requires some evenings and weekends in addition to regular workday.

Additional Duties

- Answers incoming calls and greets guests as needed.
- Attends meetings, functions, seminars, and training sessions as directed.
- Manages a variety of insurance and benefits administration projects.
- Performs other duties as assigned by the President and CEO.

Required Qualifications

- Knowledge of the insurance industry.
- Current New York State Life, Accident, and Health Broker/Agent Licensure.
- Minimum of one year experience (2+ years preferred) as insurance agent/broker.
- Excellent organizational skills and attention to detail.
- Excellent communications skills, both oral and written.
- Strong presentation skills, with the ability to explain complex information clearly and simply.
- Excellent interpersonal skills and emotional maturity.

- Exceptional integrity and trustworthiness, with the ability to exercise discretion and careful judgment in managing responsibilities.
- Basic math competency.
- Competency with Microsoft Word, Excel, and internet navigation.
- Bachelor's Degree or equivalent years of experience.
- Current New York State Driver License and reliable vehicle.

Required Physical Demands

- Requires prolonged sitting and frequent use of keyboard with repetitive fine hand manipulation and simple grasping of items.
- Requires prolonged periods of communication by phone, via email and internet, and in person.
- Requires prolonged periods of standing and bending to file, process mailings, make copies, and make presentations.
- Requires ability to drive to and from meetings and appointments.
- Requires occasional bending and twisting of neck and back, standing and or walking, lifting/carrying items of up to 25 pounds.
- Requires some evening and weekend work.

This job description is intended to describe essential job functions used to assess the performance of an employee and is not intended to be an all-inclusive statement of job responsibilities.

The duties and responsibilities described in this job description shall be performed in a manner that is consistent with obligations under federal and state laws, including the Americans with Disabilities Act, the New York State Human Rights Law, and federal and state labor law. In the event that employees need an accommodation to perform their job duties, they should notify their supervisor.

Compensation is dependent on qualifications and experience and includes a competitive benefits package. Interested applicants should submit a confidential cover letter and resume to:

Sarah Lentini
President and CEO
Greece Chamber of Commerce
2402 West Ridge Road
Rochester, NY 14626
Sarah@GreeceChamber.org

Applications will be reviewed as they are received.