

Job Title: Vice President, Sales Manager
Reports To: Sr. Vice President
Coordinates With: Sr. Vice President

ESSENTIAL FUNCTIONS:

- Provides leadership and motivation to create a successful and productive department that achieves goals and produces positive results
- Establishes and reviews departmental procedures to verify necessary controls are in place and are adhered to
- Monitors and tracks timeliness and quality of the department's production to meet required deadlines
- Accumulates, analyzes and delivers information to officers of the company that impacts their areas of responsibility
- Leads agency level due diligence in prospective expansion states
- Manages Sales staff by recruiting, selecting, orienting and training employees
- Accomplishes staff job performance by coaching, counseling, and disciplining employees; planning, monitoring and appraising job performance
- Assists and provides guidance to the department, as needed, to resolve difficult disputes
- Participates in employee reviews and provides feedback to management
- Achieves market share by developing and establishing promotional strategies and implementing advertising campaigns for contracted agents
- Establishes and maintains professional agency relationship with independent agency force
- Participates and makes presentations at Board of Directors meetings
- Represents company at industry or company events
- Contributes to the team effort by accomplishing related results as needed

QUALIFICATIONS REQUIRED:

- Excellent computer skills using Microsoft Word, Excel and Outlook
- Excellent verbal and written communication skills, self-motivated, sense of urgency, personable, and well organized
- Must be able to handle multiple tasks, take initiative and work independently
- Willingness to travel

EDUCATION REQUIREMENTS:

- College degree and/or 15years of industry experience