



*Empire Pacific believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the company to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

### **Wholesale Insurance Broker Job Description**

The following information is designed to outline the functions and position requirements of this position. It does *not* identify all tasks that may be expected, nor address the performance standards that must be maintained.

Empire Pacific Sovereign seeks a wholesale insurance broker with a minimum 5 years' experience in placing workers compensation, general liability, contractor's liability and property.

The successful candidate will:

1. Be well organized, self-directed and respected in the industry.
2. Be highly knowledgeable of property and casualty insurance industry.
3. Have experience that includes placement of accounts with premiums over \$500,000.
4. Possess excellent communication skills both oral and written.
5. Be able to work in a fast paced customer driven environment that at times can be demanding especially near end of quarter time-frames.
6. Excel at working with retail agents and underwriters with a "can-do" attitude to get accounts to market, quoted and bound.

Responsibilities include, but are not limited to, the following:

Empire Pacific Sovereign (EPS) is a respected broker by its carrier and retail agent partners. Our reputation is grounded in our knowledge of the risks we convey and the completeness of the application documents with a thorough understanding of the exposures.

1. EPS brokers receive applications for insurance from retail brokers; review the application documents for completeness and determine which of our carriers have a congruent market appetite. Missing application data will be sought and questions by underwriters answered. On larger accounts and on certain lines, agency compensation will be negotiated.
2. Policy servicing to include accepting: requests for endorsements and COI's; cancelation; reinstatement; and premium audit results.
3. Become proficient with the agency management system (Nexsure) to include account setup, invoicing and COI issuance.

4. Marketing to retail agents via, telephone, email and agency visits.
5. Assist other brokers and staff as needed.

Job Experience / Qualifications:

- Bachelor degree in Communications, Business Administration, Business Management or equivalent preferred not mandatory.
- 5 years sales experience
- Exemplary verbal and written communication skills
- Strong interpersonal skills
- Excellent problem solving skills
- Ability to work independently
- Proficiency in MS Office and Adobe products (Photoshop, InDesign, PageMaker, Illustrator, etc.)

Compensation

- Compensation will include salary commensurate with experience and production. Benefits include medical, dental, 401(k), and paid time-off.