

Job Title: Sales Support Representative

6/2020

Status: Non-exempt

Department: Sales

Allied National is looking for an organized, efficient Sales Support Representative to be responsible for administrative duties and assisting the sales department in daily activities. The Sales Support Representative's responsibilities include managing incoming requests for proposals, preparing quotes, and monitoring email correspondence.

To be successful in this role a person must have good time management and organizational skills. S/he should also demonstrate excellent interpersonal, communication, and customer service skills.

Responsibilities:

- Develop and maintain a thorough knowledge of Allied's products, agent appointment process, and submission/underwriting requirements.
- Answering sales inquiries and following up with agents regarding the status of their case.
- Monitoring, managing, and maintaining the Sales email and voicemail systems.
- Creating and processing orders in a timely manner, processing requests for proposals, reviewing pending cases and requests to ensure satisfaction.
- Performing data entry tasks for the sales team and handling administrative duties for the company and its Account Executives.

Requirements:

- High School Diploma or equivalent
- Bachelor's or Associate's degree in Marketing, Business, or a related field may be advantageous
- Two years+ experience in health or life insurance sales is desired
- Experience in administration and high-volume office work
- Strong organizational and time management skills
- Excellent team working, motivational, interpersonal, and customer service skills.
- Strong communication skills, written and verbal
- The ability to multitask and quickly switch your focus
- Computer literacy, IT skills, and typing skills
- An understanding of sales principles and customer service practices

PHYSICAL DEMANDS OF POSITION:

Sitting/Standing	90% of time	Working at desk or PC, faxing, photocopying.
Walking	10% of time	Delivering material
Lifting/Carrying 20 lbs	2% of time	Boxes of paper, mailing labels, mail trays, etc.
Reaching/Handling	75% of time	Operate PC, paperwork, etc.
Speaking/Hearing	30% of time	Telephone calls, communicating with others
Seeing	100% of time	Working on PC, proofreading material, etc.
Color vision	2% of time	Software on PC, presentation material, etc.

NOTE: Applicants who need accommodation for an interview or job testing, please request this in advance to the Human Resources Department.