****

**Insurance Marketing Specialist**

Location: Open Type: full-Time

We are in the insurance industry to put people first. That statement goes for both our customers and each member of the WalkerHughes team. WalkerHughes employees guide our customers through the world of insurance, advocate for them when they need us most, and pioneer unique solutions to meet their needs.  We are passionate about utilizing technology as a tool to empower our team and support our customers.

Your Purpose:

You will assist the Sales Executive and CSA team with the marketing efforts (quoting new and renewal business with our preferred carriers).

Your Key Responsibilities:

* Assist with the marketing efforts of new business and renewal accounts
* Provide data searching/compilation support to Sales Executive
* Ensure quality information for complete, accurate and consistent submission standards
* Submit the insurance submission to the insurance carriers
* Follow up with carriers on quotations of the submissions
* Develop in-depth knowledge of different insurance products offered by insurance carriers
* Contact carriers as necessary to discuss issues and problems
* Negotiate the pricing and coverage options on remarketed renewal accounts
* Maintain open communication during difficult insurance carrier issues
* Prepare insurance proposals reflecting coverage and premiums to submit to clients and prospects

Your Skills & Experience:

* Excellent verbal and written communication skills with solid presentation skills
* Proficient in Microsoft Office Suite or related software
* Detail oriented with strong analytical, problem solving, and negotiation skills
* Disciplined and reliable with a passion for the insurance industry
* Strong understanding of professional and industry standards and practices
* Ability to work in a fast-paced environment
* Skilled in internet and other data source resourcing
* Ability to maintain a strong sense of urgency for accomplishment of tasks and deadlines
* Demonstrated time management/organizational skills and ability to adjust to multiple shifting priorities
* High School Diploma or equivalent with Associate Degree preferred
* Property & Casualty Insurance License
* One to three years of Commercial Insurance Experience, including knowledge of coverage, underwriting, and loss runs

Perks:

* Comprehensive Benefits Package
* Company Paid Life Insurance
* 401K Plan with Company Match
* Paid Time Off
* 10 Company Paid Holidays

WalkerHughes is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, ethnicity, national origin, religion, gender, gender identity or expression, sexual orientation, genetic information, disability, age, veteran status, and other protected statuses as required by applicable law.