



Elite Marketing Group
An Insurance Designers member since 1986

Employee Job Description

Name:	
Job Title:	Internal Annuity Marketing and Operations Coordinator
Department:	Annuity Department
Classification:	Full-Time / Exempt
Reports To:	Donnie Clossman

Job Description:

The primary job is to market and service Annuity products for selected carriers through Elite's representatives who value professional assistance. Our accounts range from sole practitioners to institutions, such as banks, credit unions and broker dealer firms.

Our staff provides full-service assistance normally associated with being a brokerage general agency (BGA). By specializing in one product area – annuities – we can deliver critical mass in sales activity to several insurance carriers. This business model has served us well for over 30 years.

The ideal candidate for this position will provide attentive, receptive and friendly service to create a special and unprecedented experience for all our clients.

We currently have a motivated, talented and high performing team and are looking to add to the family.

Responsibilities:

- Internal sales and New Business marketing support to Annuity Director. Focus will be on sales and service of Annuity products from industry leading carriers.
- The ideal employee must establish and maintain a pipeline of prospects, which should be managed through close contact and expanded for additional opportunities.
- The ideal employee will collaborate with other departments in the company. Also expected to design effective solutions for clients.
- The ideal employee must enjoy working in a fast-paced and sales-oriented environment and must be skillful at maintaining and solidifying important business relationships.
- Educate yourself on the newest and current products, as well as industry developments. Then, educate Advisors on those subjects which will help to create New Business opportunities.
- Prepare and review all applications to ensure they are properly and thoroughly completed. Also prepares and files electronic images of applications.
- Maintains ownership of all Annuity cases during the underwriting process. This requires frequent communication and coordination between agents, Annuity carriers and Annuity Director.
- Setting appropriate expectations for the agents and consumers. Also provides exceptional customer service experience through the whole process.



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Qualifications:

- Bachelor's Degree or equivalent experience
- Exceptional listener and communicator who can effectively present information both verbally and in writing to colleagues, agents and carrier representatives.
- Strong phone and computer skills – specifically Microsoft Excel and Word – with the ability to quickly learn use of our internal and carrier software.
- Life Insurance license is a plus, but not necessary.
- Positive attitude, team spirit, and a consistent drive to deliver industry leading service.
- Highly organized and detailed oriented, and the ability to handle stress with fluctuating workloads, prioritizing and committed to professionalism.

Send cover letter and resume to:

Human Resources
Elite Marketing Group
Atten: Lisa Ehlert
800 Bering Dr., Ste. 105
Houston, TX 77057-2130

Email: lehlert@elitemktg.net
Fax: (713) 507-1090

No phone calls or walk-ins.