



**PART-TIME to FULL-TIME POSITION AVAILABLE IN POUGHKEEPSIE, NY
(TELEMARKETING)**

Position Title: New Business Development Coordinator
Reports to: Business Development Manager, AVP

PRIMARY FUNCTION:
Developing new business

MAJOR RESPONSIBILITIES:

- Utilize superior phone skills and product knowledge to achieve compensation bonuses.
- Qualify potential new business clientele by gathering information and continually updating our computer system with insurance renewal dates, contact names, email addresses, number of employees enrolled, and current carrier.
- Meet or exceed daily call quota and monthly appointment setting goals by investigating leads and scheduling appointments for Producers.
- Update Producers calendars and email appointment reminders as needed.
- General knowledge of Group Benefits/P&C offerings and services.
- Identify potential client needs.
- Demonstrated mastery of Group Benefits/P&C call script(s).
- Build and maintain a favorable and professional work relationship with other staff members.
- Communicate with Manager any issues to ensure exceptional customer service.
- Adhere to established employee manual policies and guidelines.
- Adhere to workflow procedures and follow guidelines to reduce the risk of errors and omissions claims.
- Promptly report all possible errors and omissions incidences or issues.
- Maintain confidentiality in all aspects of client, staff and agency information.
- Perform other duties and projects as assigned.

QUALIFICATIONS:

- Demonstrated ability to communicate effectively with supervisors, colleagues, and individuals both inside and outside our organization while maintaining a high level of organization, critical / analytical thinking, accuracy, and attention to detail.
- Preferred call center, phone sales and/or telemarketing experience.
- Proficient in overcoming objections in a positive outcome.
- High school diploma or equivalent required.
- Knowledge of MS Office and other computer systems and operations as required.

Please submit your qualified resume to:

Marshall & Sterling Inc.
HR Department
110 Main Street
Poughkeepsie, NY 12601

or Email: hrdept@marshallsterling.com