

# careers @ hortica

To apply for this position or for other job related inquiries, please submit your resume to Hortica through:

**Mail:**  
Hortica  
Attn: Human Resources  
#1 Horticultural Lane  
P.O. Box 428  
Edwardsville, IL 62025

**Fax:**  
(618) 655-2524

**Email:**  
employment@hortica-insurance.com

**Position:** Account Executive

**Locations:** Chicago, IL

Philadelphia, PA/Baltimore, MD Corridor

Posting Date: 5/23/2008

FLSA: Exempt

Department: Sales

## **Responsibilities:**

1. Sells company's services and insurance policies to prospective customers in assigned territory.

Calls on prospective customers to introduce company's services. (Essential)

Answers questions about coverages and billing plans.

Provides written and verbal quotes on insurance lines. (Essential)

Writes binders effecting coverages.

Assists in the location of other insurance needed to complete packages.

Assists in determining eligibility for insurance programs. (Essential)

2. Services insured accounts in assigned territory.

Calls on insureds to ensure their satisfaction with company services. (Essential)

Explains policies, coverages, and billing plans.

Provides verbal and written quotes for additional insurance lines.

Answers questions insureds have about coverages.

Reviews coverages prior to renewal to assure adequate coverage. (Essential)

Contacts insureds regarding past due accounts.

Writes binders effecting changes in coverages.

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Assists insureds with location of markets to satisfy their other insurance needs.  
(Essential)

Initiates contact with insureds to obtain information required by other departments.

Applies underwriting guidelines to assist in determining eligibility for additional lines.  
(Essential)

Conducts on-site surveys. (Essential)

3. Provides information for underwriting and home office needs.

Obtains underwriting information as requested.

Follows up billing problems when requested.

Submits reports or information as required in a timely fashion.

Provides underwriting complete submissions on new accounts.

Conducts complete surveys every 3 years on assigned accounts.

Applies appropriate underwriting guidelines.

4. Updates files on insured accounts as necessary. (Essential)

5. Assumes other responsibilities as apparent or assigned.

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## **JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

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College degree or equivalent experience (4 years) with specialized courses in marketing and business.

2+ years sales experience in commercial property and casualty insurance company or agency.

Possess a valid Property and Casualty Producer's License.

Knowledge of the horticultural industry.

Knowledge of insurance coverages and policies.

Knowledge of construction practices.

Knowledge of risk management techniques and underwriting practices.

Demonstrated sales ability to organize and present material in a convincing manner, negotiate, and close the sale.

Consultative skills and ability to advise customers on best approaches to meet their needs.

Ability to create a good first impression, command attention and respect, and to exhibit an air of confidence.

Has demonstrated a comprehensive understanding of the risk management needs of Hortica clients and prospects and a comprehensive knowledge of insurance applications necessary to appropriately control those risks.

Ability to travel up to 80%.

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Ability to drive an automobile. No more than a combination of 3 at-fault accidents or moving violations in a 3 year period. No DUIs or reckless driving convictions.

Basic typing and computer skills.

Converse fluently in English.

Ability to walk, climb stairs and drive automobile.

Physical ability to conduct real property surveys.