

## JOB DESCRIPTION

<b>Position</b>	Sales Specialist for EVAC LOB	Date: 4/2020
<p><b>General Description:</b> Sales Specialist for EVAC Plans is accountable for selling EVAC Products to eligible individuals and groups, building long term relationships with customers and external business partners. Meet with eligible participants with the goal of enrollment and presenting product information for EVAC Plans. The incumbent is also responsible for developing and maintaining business relationships with stake holders and agents and promoting the Company’s policies, products and services and developing, recommending, and implementing the sales and retention plans aligned with Company strategy and vision. In this role, incumbent will focus on individual/retail and groups sales for EVAC in the U.S. Virgin Islands.</p>		
<p><b>Essential Job Functions</b></p>		
<p>The essential functions listed represent the major duties of this role, additional duties may be assigned.</p> <ul style="list-style-type: none"> <li>• Develop sales strategies to procure sufficient number of referrals and other self-generated leads to meet sales targets.</li> <li>• Generate at least 85% of your own leads from referrals &amp; local-tactical research and prospecting.</li> <li>• Schedule individual meetings &amp; group presentations from assigned/self-generated leads.</li> <li>• Achieve/exceed company sales targets measured monthly and quarterly.</li> <li>• Develops and cultivates strong relationships with key constituents to maximize sales opportunities and achieve profitable growth.</li> <li>• Maintain up to date and clear information about assigned and self-generated leads in company’s CRM and Sales Tools provided.</li> <li>• Develop knowledge of company’s health insurance products.</li> <li>• Customize sales presentations to communicate product features, benefits and differences. Coordinates presentations to individual and group prospects.</li> <li>• Assists with the development of strategies and plans to grow the business for the EVAC Line of Business.</li> <li>• Comply with company policies and procedures as well as any other regulatory requirements and ns and guidelines, marketing and enrollment requirements.</li> <li>• Enroll eligible individuals and groups in EVAC products. Accurately and thoroughly complete and submit required enrollment documentation, consistent with company requirements. Assist the prospect in completion of the installation and enrollment application forms.</li> <li>• Deliver best-in-class customer experience and ensure ongoing satisfaction and customer retention.</li> <li>• Collaborates with internal partners and/or external constituents to support post-sales activities.</li> <li>• Develops/maintains and communicates expertise on products, industry, and emerging marketplace trends.</li> <li>• Provide input to company leadership about opportunities to improve products / services, provider networks, member service, sales efforts, retention and marketing programs and messages, business policies and procedures and sales tools (technology, training, materials, etc.). Periodically participate on company teams and provide ad hoc feedback as requested.</li> <li>• Use existing partnerships with medical offices and community leaders to develop self-generated leads, referrals &amp; opportunities for building a pipeline.</li> </ul>		

- Track and report enrollment support activities and outcomes. Meet all company and client driven metrics for sales revenue, retention rates, quality, compliance, and service level.
- Perform other duties as assigned.

#### **Other Requirements**

- Bachelor's degree
- Health and Life Insurance License is required
- Reside in the U.S. Virgin Islands
- Valid VI driver's license, proof of personal vehicle liability insurance and access to reliable transportation that will enable you to travel to prospects and / or medical office sites within a designated area.
- Motivated self-starter, with excellent time management and organization skills
- Action Oriented, Customer Focus, Adaptability, Listening, Ethics and Values, Integrity and Trust
- Business Acumen, Creativity, Drive for Results, Interpersonal Savvy, Organizational Agility, Organizing, Planning, Problem Solving, Negotiating, Written Communications
- Ability to create and implement strategies that will increase number of active accounts, penetration of existing accounts, and acquisition of new accounts
- Demonstrated ability to establish professional relationships within community, leaders, organizations and providers
- PC literate with experience
  - Desktop Tools/Microsoft Outlook End User
  - Desktop Tools/Office Experienced High Level User, including Power Point and Excel