

Job Description

Broker (Illinois)

The Illinois Broker is responsible for all aspects of running a successful business. This position will reside in Illinois and report into the Tower Special Facilities, Inc., Waukesha, Wisconsin office.

Job Responsibilities

- **Profitability**
 - Broker new and renewal business
 - Review and analyze income and other financial statements
 - Prepare and establish a budget for Illinois Brokerage
 - Follow up on collections

- **Growth**
 - Provide the leadership for a marketing plan
 - Attend the companywide Marketing Summits
 - Become acquainted with the major producers
 - Attend major producer outings
 - Become acquainted with and build relationships with carriers
 - Develop new markets
 - Project a favorable image of the company by supporting the company's mission statement and philosophy

- **Operations**
 - Establish annual plan and working plans of action
 - Make recommendations to Corporate for major purchases
 - Attend continuing education in order to maintain license
 - Ensure employee handbook compliance

- **Keep the company legally compliant**

- **Stay current with the industry**
 - Ensure he/she is aware of changes in the industry

- **Work in cooperation with Corporate staff and other company employees**

Job Requirements

- Must have an Illinois Property & Casualty license
- Extensive network of agents/brokers in Illinois
- Minimum 3-5 years experience in a general agency/brokerage firm working with agents and brokers
- General knowledge of business
- General understanding of finances and financial statements

- Have a good understanding of the insurance industry and how the markets fit into the insurance delivery system
- Applicable bachelor's degree and/or significant insurance experience
- General understanding of underwriting
- Good written and verbal communication skills
- Attend annual NAPSLO event
- Know how to promote business
- Know how to develop goals and action plans as well as implement them
- Know how to find answers to problems
- Know how to proficiently use computer such as MS Word, e-mail, Internet, etc.
- Must have a valid driver's license
- Professional appearance and manner

If you are interested in applying for this position, please submit your resume to resumes@towerspecial.com.