

Brown & Brown Insurance is a leading provider of commercial insurance, employee benefits, and personal insurance solutions. We are looking for motivated, disciplined, and driven individuals to join our team! If you are a self-starter with a persistent desire to succeed, becoming a Brown & Brown teammate can introduce you to a career with virtually unlimited possibilities.

We are a big company that doesn't operate like one. With a decentralized sales and service model, the rigid rules and bureaucratic red tape of a traditional national broker are minimized to drive entrepreneurial ideas focused on delivering solutions and local service to our customers.

**Job Title: Marketing Representative**

**Department: Commercial Lines**

**Summary:**

Brown & Brown Gulf States is seeking an exceptional individual who is familiar with all aspects of commercial lines account management. This role will give you the opportunity to work independently and in a fast-paced, dynamic team environment. You will work with teammates, customers, prospects, and carrier partners to perform customer service duties and assist advisors in account management and business transactions. The ideal candidate will take initiative on activities that will assist advisors in account retention and will be able to carry out work projects to completion with minimal guidance.

**Responsibilities:**

- Online submissions, rating and quoting
- Prepare submissions and cover letters to underwriters and brokers ensuring the accuracy, quality and professional appearance of our offerings to the marketplace
- Verify the account loss history collection process and review loss summaries for accuracy
- Providing underwriters with requested information
- Follow up with markets to confirm receipt and gauge their initial response to our submissions
- Establish and maintain positive relationships with carrier partners
- Assist advisors with completing supplemental applications and obtaining additional information that may be required
- Receive, reconcile and file responses or declinations from insurance carriers and brokers
- Prepare proposals and oversee the binding of coverage with selected carriers or brokers

**Required Skills:**

- Superior negotiation skills
- Excellent interpersonal and relationship building abilities
- Excellent organizational and time management discipline
- Strong oral and written communication skills
- Capable of meeting deadlines
- Ability to handle multiple tasks and/or projects simultaneously
- Ability to think critically and solve problems
- Computer skills including use of e-mail, Excel, Word and Internet Applications
- Knowledge of Applied TAM is a plus

**Education & Experience Requirements:**

- High school diploma with some college preferred
- 3-5 years of experience in the multi-line property and casualty insurance industry
- Previous experience as a marketer preferred

**Required Licensing or Certifications:**

- Certified Insurance Service Representative (CISR) is a plus
- Property and casualty licensed preferred

***This job description is not meant to be an all-inclusive statement of the duties of the position listed above. Other appropriate duties may be required from time to time.***

Brown & Brown, Inc. is an Equal Opportunity Employer. At Brown & Brown, Inc. our continued success depends on the full and effective recruitment and employment of qualified persons regardless of race, color, religion, sex, age, national origin, marital status, disability or veteran status. We are committed to ensuring equal employment opportunity for all employees and applicants for employment. It is our goal to recruit, hire and develop the best employees using only job-related qualifications. Our equal employment opportunity philosophy, in accordance with federal, state and local law, applies to all aspects of employment with Brown & Brown including recruiting, hiring, training, transfer/promotion, compensation, benefits and termination. At Brown & Brown we strive to ensure that our human resource practices are free of discriminatory practices and that employment decisions are made on the basis of job-related qualifications, including personal competence and potential for advancement.