

Federated Rural Electric Management Corp.

Position Title: Account Executive	Department: Sales/Marketing
Reports To: Sales Manager	FLSA Status: Exempt (Sales)
Date Written: May 2020	Grade: 7

General Summary:

Attracts and retains business in assigned territory. Manages existing accounts and monitors insurance programs. Identifies and analyzes risks to determine new accounts to pursue and modifications needed to existing member coverages. Serves as a company representative.

Essential Job Functions:

	<u>% of Time:</u>
1. Attracts and retains business in a multi-state territory by traveling to member locations and calling on decision makers and consultants to provide consultation regarding maintenance and improvement of insurance programs. Prepares insurance comparisons and quotes as appropriate. Designs and implements appropriate coverages.	55%
2. Assists current members in identifying exposures and offers suggestions for minimizing exposures. Monitors insurance programs for existing accounts to ensure coverages continue to meet the needs of each business.	10%
3. Collect, enter and maintain member information and correspondence in files and centralized database necessary to accurately place and service member insurance coverage requirements.	10%
4. Serves as a company representative at regional and annual meetings. Maintains current industry knowledge by attending meetings and educational sessions.	10%
5. Presents information regarding Federated products and insurance to executives, board members, management and other industry officials.	10%
6. Performs risk assessments to evaluate new accounts and determine which accounts meet Federated criteria.	5%
7. *Performs other duties as assigned by management.	

*These tasks do not meet the Americans with Disabilities Act definition of essential job functions and usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Direct Reports:

None

Knowledge, Skills, and Abilities:

- Knowledge of commercial insurance.
- Knowledge of electric utilities operations.
- Knowledge of company products, services, policies, and procedures.
- Knowledge of general office practices.
- Skill in oral and written communication.
- Skill in operating such office equipment as personal computer, Internet, e-mail, cell phone, Microsoft Office products, etc.
- Skill in time management.
- Ability to communicate with members, executives and co-workers in a professional manner.
- Ability to maintain flexibility and responsiveness when faced with multiple work tasks, emergency situations, and other stressful situations.
- Ability to make sound decisions using information at hand.

Education and Experience:

Bachelor degree or equivalent plus a minimum of 3-5 years experience in selling property and casualty insurance or more than 5 years of rural electric utility experience preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with members and co-workers.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			

Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X
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Working Conditions:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good working conditions; may be slightly dirty or involve occasional exposure to some elements.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.