

Who we are:

Henriott Group, Inc. is committed to our **mission** to “*providing our clients customized, innovative and cost-effective products and services to reduce risk*”. We do this through open conversations with our clients to understand what is working, what needs adjusted and what is missing. Then, and only then, are we able to offer a solution to improve the position of those who wish to work with us. Our solutions range from, but are not limited to, insurance products, human resource services, health and wellness and risk management.

Objectives:

We are seeking exceptional individuals who fit into a collaborative, agile, energetic, and innovative environment. This role’s primary responsibility is to adhere to our mission statement on behalf of Henriott Group’s personal insurance clients. This includes collaborating with team members and insurance carriers to find the best possible insurance protection solution for the client and the client’s family.

Responsibilities:

- Develop trusted relationships with clients
- Assist Advisors with quoting and onboarding of new business
- Analyze insurance company’s proposals to ensure competitive programs are offered for renewals and new business
- Present and insurance solutions to clients
- Maintain and foster strong relationships with insurance companies and vendors
- Attend industry seminars and educational opportunities to stay current on continuing education as well as the latest developments, trends and regulations
- Assist team members throughout the agency as needed

Requirements:

- Commitment to engage and participate in our desired culture of collaboration, agility, energy, and innovation.
- Excellent communication and administrative skills
- Exceptional organization and time management skills
- Industry experience not required but beneficial
- Strong desire to increase knowledge and expertise in insurance and risk management
- Desire to help others
- High degree of professionalism and integrity
- Demonstrated ability to manage multiple projects
- Strong PC skills, including Excel, PowerPoint, Word, and MS Outlook

If successful, you will...

Work with and become a part of a talented, collaborative team who make it their mission to bring “*certainty in an uncertain world*”.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

