

# Manager of Sales and Operations

Minnesota Insurance Group, Inc.  
Wayzata, MN 55391

## Job details

### Salary

\$42,000 - \$65,000 a year

### Job Type

Full-time  
Part-time

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## Qualifications

- Sales/Operational Management: 2 years (Required)
  - High school or equivalent (Preferred)
  - Property & Casualty Insurance License (Preferred)
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## Full Job Description

Manager of Sales and Operations

We are looking for a rock star with a huge heart who gets our mission and shares our core values to elevate our organization's sales and operations teams, improve performance and help us meet our client and revenue growth targets.

You will be responsible for maximizing the potential of both our sales and operations teams, implementing the right sales and operational processes and practices across the organization, creating and implementing best practices processes and procedures, formulating strategy, improving performance, procuring resources and securing compliance, communicating metrics and results to carrier partners, team members and company ownership, mentor and train existing and new team members, and oversee the companywide utilization of our EOS program. Ultimately, we'll trust you to help us improve processes, procedures and systems companywide to help fuel growth, compliance and client and team satisfaction.

### Responsibilities

- Achieve growth and hit sales targets by successfully managing the sales team

- Improve operational management systems, processes and best practices, and find ways to increase quality of customer service
- Formulate strategic and operational objectives by designing and implementing a strategic business plan that expands company's client base and ensure its strong presence.
- Own recruiting, objectives setting, coaching, training, supervision and performance monitoring of the sales and operations staff.
- Examine financial data, use them to improve profitability, and present sales, revenue and expenses reports and realistic forecasts to the management team
- Ensure all operations are carried on in an appropriate, cost-effective way
- Perform quality controls and monitor production KPIs
- Help the organization's processes remain legally compliant

## **Skills**

- Proven work experience in an insurance agency or brokerage firm as a sales and operations manager, or similar role, consistently meeting or exceeding targets.
- Familiarity with business and financial principles, important insurance metrics and KPIs.
- Excellent communication skills with demonstrated ability to communicate, present and influence credibly and effectively at all levels of the organization
- Proven ability to drive the sales process from plan to close
- Strong business sense and industry expertise
- Excellent mentoring, coaching and people management skills
- Leadership ability
- Outstanding organizational skills
- Committed to continuous education through workshops, seminars and conferences

## **Requirements**

- Must have proven and documented sales/operational management, team lead or department head experience specifically in the insurance industry.
- Must have prior experience in commercial lines insurance. Some personal lines experience is preferred but not required.
- Must have current or prior Property & Casualty Insurance License (any state). Acquiring a current Minnesota license will be required for the position.

Job Types: Full-time, Part-time

Pay: \$42,000.00 - \$65,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible schedule
- Health insurance
- Life insurance
- Paid time off

Schedule:

- Monday to Friday

Supplemental Pay:

- Bonus pay
- Commission pay

Application Question(s):

- Do you have 2 or more years of experience in a management role within the insurance industry that required you to oversee staff, manage sales goals, hold team members accountable, and to implement and manage establishing and implementing process and procedures?

Education:

- High school or equivalent (Preferred)

Experience:

- Sales/Operational Management: 2 years (Required)

License/Certification:

- Property & Casualty Insurance License (Preferred)

Work Location:

- One location

This Job Is:

- A job for which military experienced candidates are encouraged to apply
- Open to applicants who do not have a high school diploma/GED
- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

Company's website:

- [www.MnAgent.com](http://www.MnAgent.com)

Company's Facebook page:

- <https://www.facebook.com/MinnesotaInsuranceGroup>

Benefit Conditions:

- Waiting period may apply

Work Remotely:

- No

COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Plastic shield at work stations
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place