

Senior Benefit Services, Inc.  
13511 Label Lane, Suite 204  
Hagerstown, MD 21740

Senior Benefit Services is a full-service Insurance Marketing Company (FMO) that is dedicated to helping career and independent insurance agents provide their clients with products that suit their individual needs.

We specialize only in the mature market and are among the nation's leading marketers of senior products. From our humble beginnings as General Insurance Agency in Georgetown, SC (founded by Carroll Abrams in 1934) to becoming one of the nation's leading senior marketing companies, our core principal of building trust and relationships has never changed.

We have an opening for a paid Internship position. The ideal candidate for this position will be able to work 15-20 hours per week during the school year or summer. This candidate is expected to have completed their junior year and have completed at least the basic college level courses tied to the major(s) below while working towards a bachelor's degree. The qualified candidate will join an organization in fast paced work environment with an emphasis on teamwork and accountability with opportunities for growth.

Please send a resume and cover letter to [davidjones@srbenefit.com](mailto:davidjones@srbenefit.com). All information will be handled confidentially. Senior Benefit Services, Inc. is an Equal Employment Opportunity Employer and a drug screening company.

### Job Description

Title:	Business and Marketing Intern
Major(s) Requested:	Business, Marketing, Finance, Insurance and Risk Management
University Coordinator:	Dr. Benjamin Martz, Ph.D
Company Coordinator:	David Jones, VP Senior Benefit Services
Number of Openings	1
Job Status:	\$10/hour; 15-20 hours/week with classes; holidays refer to school calendar

#### GOAL:

To provide an authentic learning experience linking the student's classroom experience with real-world work and business management skills in a highly competitive industry.

#### SUMMARY:

Responsible for working closely with all departments critical to the company's functioning to include our Sales and Marketing, New Business, Commissions, and Contracting teams so as to gain a comprehensive understanding of business management. Candidate will report directly to the Senior Benefit Services Vice President and will also learn from the company President.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and manage the company's social media profiles and presence, including LinkedIn, YouTube and any other channels deemed relevant
- Work alongside marketers to help distribute content that educates agents and supports marketing and sales goals
- Manage various email campaigns, including the template designs, calls-to-action, and content used in our email sends

- Update agent licensing and carrier appointment information
- Assist with contracting, appointment or licensing questions
- Perform background checks on potential agents and/or agencies
- Tracks application paperwork to and from prospective clients and works with producers to ensure all information is obtained for submission to the insurance carrier for processing
- Complete and process business applications, including creation of appropriate client file for each new account, reviewing for accuracy and working with producer on how policy should be distributed to client
- Collect insurance carrier commission statements ensuring that agents are compensated appropriately; reconciling carrier statements with producer records
- Provide revenue and metric information for reporting purposes to company President
- Performs other duties as assigned

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be detailed oriented, have the ability to multitask and prioritize duties, possess excellent communication skills, be a self-starter, and have an understanding and appreciation for confidentiality. Daily work will require the ability to think quickly, communicate collaboratively, and, have decision making confidence in a fast-paced environment.

#### **EDUCATION AND/OR EXPERIENCE:**

Completion of junior level classes including completion of Business, Finance, or Marketing courses while working towards bachelor's degree in with a concentration in either of those areas.

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as, operating and maintenance instructions, and procedure manuals. Ability to effectively respond to questions from managers and ability to respond to inquiries from groups of managers and ability respond to inquiries or complaints from agents.

#### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

#### **REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of situations where there could be multiple solutions. Ability to interpret a variety of instructions in written, oral, graphic, or schedule form.

#### **OTHER SKILLS AND ABILITIES:**

Must have excellent phone skills. Proficiency on personal computer using Word, Excel, PowerPoint, and OneNote. Proficiency on tablets and mobile devices for business purposes. Familiarity with Drop Box, WordPress, Outlook, and Robly.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here 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. Although we encourage collaboration in the workplace the noise level is usually quiet and within OSHA's standard requirements.

#### **ADDITIONAL:**

Candidate will have access to interviews and networking opportunities with CEO's, executives, and business leaders within the Washington County professional community. When applicable additional training programs, social, community, and company sponsored events will be presented.