



# Personnel Manager

Platinum Supplemental Insurance in Dubuque, Iowa, is seeking a personnel manager with a business background to recruit qualified applicants to a career in direct sales. The personnel manager will interview generated leads and convert leads to hires to fill open positions within the Platinum sales force. The personnel manager also plays a critical role as a contact and guide to new representatives as they establish their contracts and insurance licensing. Successful candidates will possess strong organizational skills, as well as an exceptional ability to work under pressure.

## **Primary Responsibilities**

- Generate leads through a phone interview process
- Hire quality recruits to join the sales team
- Provide guidance and coaching to new recruits through the contract and licensing processes
- Display a proficient knowledge of Platinum's standard hiring process, the Platinum Sales Opportunity and Platinum products
- Demonstrate effective time management between new leads and new recruits
- Demonstrate working knowledge of software and technology resources to manage recruits

## **Preferred Skills and Qualifications**

- Associate's degree in a business-related field or equivalent experience. Bachelor's degree preferred.
- Proficient with Microsoft Professional Suite and Salesforce.com
- Ability to maintain confidentiality and exercise extreme discretion
- Excellent problem solving/judgment skills and a high level of attention to detail and accuracy
- Strong organizational skills and exemplary ability to work under pressure
- Ability to handle and prioritize multiple tasks to meet all deadlines

## Benefits

- Excellent compensation and benefits package, including health, dental and vision insurance
- Base pay plus commission, with a prospective annual \$75,000+ income
- Paid vacation and holidays
- The training, management and resources necessary to support your career growth, helping you to exceed your personal and professional goals
- Employee health and wellness program that includes free personal training, if desired
- Casual dress
- Typical workweek: Monday - Thursday, 8 a.m. to 6 p.m. and Friday, 8 a.m. to noon
- Modern office facilities on Dubuque's thriving, historic Main St.

## Equal Opportunity Employer

Platinum Supplemental Insurance is committed to providing equal employment opportunities (EOE) to all employees and applicants for employment without regard to race, color, gender, religion, sexual orientation, national origin, age, disability, marital status, amnesty or veteran status.

## How to Apply

Interested applicants should visit [pltnm.com/careers/corporate-jobs](https://pltnm.com/careers/corporate-jobs), click the green Apply Now button and complete our online application. Please attach your resume. We perform a thorough hiring process in a timely manner for the benefit of our candidates and for Platinum's long-term success.