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**POSITION TITLE:** Contract Manager, Retirement Income

**DEPARTMENT:** Annuities

**OFFICE LOCATION:** Fort Wayne, IN

**FLSA STATUS:** Exempt

**REPORTS TO:** Manager, Retirement Contracting

**HOURS:** Full-time

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For more than 50 years, Ash Brokerage has been dedicated to impacting lives. We were founded on the power of relationships, and that still drives our culture today. Our team of 400 is the same service-centered culture as we were in 1971.

Ash Brokerage works with financial professionals to help find, understand and process insurance and retirement solutions to protect clients in every stage of life. As part of the Integrity Marketing family, we help people protect their health and wealth for the good days ahead and make the most of what life brings.

On the Retirement Income Contracting Team, we provide a critical piece of the annuity process. We take our responsibility to heart, knowing what we do allows our agents to do business and ultimately protects the lives and legacies of others.

### **Responsibilities**

Contract Managers ensure agents are correctly appointed under Ash Brokerage with the appropriate payment structure. You work with accuracy, timeliness, and courtesy with a sense of urgency and customer focus. You will coordinate and prioritize the timely gathering and processing of required licensing documentation necessary for agents to be appointed at the carriers and contracted under Ash Brokerage. To be successful, you will:

- Maintain ongoing knowledge of carrier appointment and contracting requirements.
- Maintain ongoing knowledge of Ash's relationships/partnerships.
- Gain working knowledge of the software platforms Ash uses (we'll train you on them).
- Build relationships with internal and external partners.

### **Talents and Abilities**

- Excellent writing skills, communication and follow up
- Strong PC skills (MS Office, Outlook, etc.) are required, and prior experience using CRM software is a plus
- Incredible attention to detail
- Sense of urgency
- Extremely effective communicator through all available channels (phone, email, instant message, etc.)
- Strong customer service skills required
- No experience required but strong job history expected

*Ash Brokerage is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*