

**JOB ANNOUNCEMENT**

**Posting Date:** 03/30/22  
**Position:** Sales Compliance Specialist  
**Supervisor:** Manager, Sales  
**Location:** Nashville, TN

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**Job Summary:**

Serve as a resource to Sales department and act as a lead with our individual plan.

**Primary Job Responsibilities:**

1. Review new group applications and send to Manager for submission to ensure 99% team accuracy.
2. Promote the individual plan with brokers and assist them with resolving administrative issues.
3. Lead compliance with licensing, Agent of Record, and DDPA.
4. Create documents and manage monthly reporting for brokers, clients, internal, and DDPA.
5. Contact groups with late payments monthly.
6. Coordinating external relationship development events with Marketing team.
7. Monitor Fast Quotes inbox and redirect to appropriate Sales team member.
8. Resolve Agent disputes with commission statements.
9. Cross train with Internal Sales Coordinators. Serve as internal backup to this position as needed.
10. Assist in projects and tasks with Strategic Partners like Morgan & White, VSP, and Farm Bureau.

Performs other related assigned duties as necessary to complete the Primary Job Responsibilities as described above.

**Minimum Qualifications:**

Position requires a college degree; two years group benefit administration experience or account management experience; and a current State of Tennessee producer's license for Life and Health. Will accept any suitable combination of experience, education and training.

Position requires knowledge of group benefits; excellent written and verbal communication skills; the ability to work independently and utilize time management skills.

**Disclaimer**

*This description is intended to indicate the general responsibilities and level of work difficulty that will be required of positions given this title, and should not be construed as declaring what the specific duties and responsibilities of any particular position should be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing responsibilities shall not be held to exclude other responsibilities that are of similar kinds or levels of difficulty.*

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If you are interested in this position and possess the qualifications required, please complete this form and an Employee Application Update (available from Delta Connect/Form Library/HR/DDTN Employment Application FILLABLE) and return both to the Chief Compliance & Diversity Officer (Shanda Tucker) within five (5) workdays of the Posting Date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.”**

**“This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.”**

**“We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.”**