Sales Support Assistant Internship

Who are we?

AP Intego’s mission is simple but powerful: to provide small businesses peace of mind so they can pursue their dreams. We believe that insurance should be something that hums along in the background, providing security for businesses while freeing them to do their own thing—whatever that thing may be.

How do we do this? Equal parts creativity and tech, a dash of chutzpah, and our secret ingredient: fierce customer focus. Every day, our customers blow us away with their energy, imagination, and innovation, and inspire us to be as great as they are. We couldn’t ask for a more vital or vibrant community to serve, and we’re extremely proud to play a part in so many amazing small business journeys.

With a mission like ours, run-of-the-mill thinking doesn’t cut it. As we’re pushing the boundaries of the insurance industry, we’re looking for people who aren’t afraid to imagine new ways of doing things or to try something that’s never been tried before. That’s why we foster a company culture where we support and empower each other to be creative, innovative, and boldly collaborative. We don’t care who or where a good idea comes from, we just want to give everyone the freedom and tools they need to be great at what they do. Our offices buzz with the energy of a company that’s experiencing tremendous growth—and we’re just getting started.

Who are you?

We’re looking for an energetic quick learner intern to join our Sales team in Rochester, NY. The Sales team is responsible for delivering amazing sales experiences to small businesses to help them find the best insurance coverage for their business. The ideal candidate possesses the desire to learn and be a part of a team. You’ll be assisting a team of sales professionals with a high level of responsibility and room for growth.

Key Responsibilities

- Enter and assign all leads sent by email from Partners, AP Intego sales reps or AP Intego website
- Enter rating information into multiple insurance carrier systems
- Update the quote price(s) and status in Salesforce for the insurance sales advisor
- Assist sales department by calling or emailing for client information
- Perform other functions to support the Sales Department
Requirements

- Working knowledge of common computer systems and programs
- High School diploma
- High attention to detail
- Excellent interpersonal and communication skills

Qualities to Succeed

- Thrives in a fast-paced, high-energy environment, with an entrepreneurial ownership mentality
- A humble spirit and unquestionable commitment to ethics
- Advanced organizational and interpersonal skills
- An excellent communicator who can work well with various groups and levels of the organization
- Genuine empathy for small business owners and employees and a deep desire to improve their lives

How to Apply

Please email a copy of your resume to kgreeley@apintego.com or apply online at handshake.com

About AP Intego

We are well on our way to being a leading agency for small commercial insurance. We’re a fast-growing insurance tech company trying to dramatically simplify and improve how small businesses get and manage their insurance. We have over 60,000 customers and we’re profitable—something many insurtechs only dream about. Founded in 2006, AP Intego has offices in Waltham, MA, Rochester, NY, and Denver, CO.

Equal Opportunity Employer

AP Intego Insurance Group LLC is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, gender, gender identity, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.