

VACANCY



Job Title: RELATIONSHIP MANAGER, BANCASSURANCE
Reporting to: PRINCIPAL OFFICER - BANCASSURANCE
Location: HEAD OFFICE

Job Summary

Shall be the primary point of contact for clients and contribute to the client life cycle in order to retain and service the existing and prospective clients in accordance with Bank policies and regulatory guidelines.

Major Duties and Responsibilities	Minimum Education Qualification
<ul style="list-style-type: none">• Execute of day-to-day Insurance operations which entails cross-selling of insurance products, posting of risk details and documentation to generate New Business.• Keep track of Client Insurance Renewals, closing instructions and proposal forms for clients. Communicates with insurers on any negotiations and/or following requests from clients.• Ensure timeliness of quotations, invoicing, policy document review, timely dispatch of documents to the clients and reverting to Insurer for any adjustments.• Support Insurance productivity from the Bank branches through training and customer engagement in liaison with the Specified Officer(s).• Claims administration and management to ensure timely response to both Insurer and Client requests.• Ensure high quality, efficient and compliant delivery of all client servicing activities in the department.• Conduct inspections, risk assessments, client trainings and service on a day to day basis, and accompany the Principal Officer - Bancassurance for client's visits.• Study and understand the industry standard products, be familiar with clients' policy wordings and establish what options the various insurers can provide.• Actively participate in Insurance Sales activation programs organized by Branch management and Insurers in conjunction with the Principal Officer – Bancassurance.	<ul style="list-style-type: none">• A Bachelor's degree in business related course• A certificate or diploma in insurance.• Marketing and Sales qualifications would be an advantage
	Work Experience
	A minimum of 3 years working experience in insurance in the areas of underwriting, claims, finance or regulation.
Key Required Skills	
	<ul style="list-style-type: none">• Knowledge of principles and practices of Life Insurance and General Business sector.• Knowledge of insurance underwriting and claims administration—specifically in the Life and General Business.• Ability to identify business opportunities from market intelligence• Ability to analyze business opportunities and make value-adding recommendations• Logical thinking with creative problem-solving ability• Attention to detail• Good communication and negotiation skills• Strong networking and relationship management skills• An enthusiastic team player

All interested candidates who meet the criteria indicated above are requested to send their applications, and updated Curriculum Vitae to the following email: recruit@orient-bank.com

Deadline is Wednesday 3rd March, 2021 at 5:00pm

Note: Only shortlisted candidates will be contacted