



EXCITING CAREER OPPORTUNITIES AT ABC INSURANCE BROKERS LIMITED

ABC Insurance is a leading Brokerage providing long term careers to deserving professionals. We are seeking to recruit dynamic, creative and self-oriented professional for the following position:

OPERATIONS CO-ORDINATOR

OVERALL PURPOSE OF THE JOB

- To oversee underwriting, claims, operations, administration & business development functions in the brokerage
- Assist in distributing of all insurance products within ABC Group to achieve ABC Group to achieve business, revenue and profit targets
- Oversee the Marketing of ABC Insurance & ABC Banks products and service to ensure maximum profitability, while maintaining relationships with customers and top insurance institutions.

REPORTING TO: MANAGING DIRECTOR – ABC INSURANCE BROKERS

Key Responsibilities

- Supervise underwriting, Operations, administrative & claims functions within the business
- Support Management in formulation & implementation of Strategic initiatives
- Support staff with interpretation of insurance policies, writing of proposals & attending business meetings
- Co ordinate with Finance for collection of receivables and update system
- Supervise opening of New clients files & proper Documentation
- Preparation of end of day report in terms of business debited and cancelled
- Monitor renewals, deletions & additions
- Update staff balance score cards(BSC) on quarterly basis to ensure adherence to company policy, strategic initiatives and business processes
- Active management of insurance business in the organizations through establishing close working relationships across businesses and product/marketing dept to deliver customer business, revenue & profit targets
- Effective Management of Relationships with all insurance partners to ensure smooth running of the distribution channels in delivering targets for the organization
- Keep track of financial performance of all insurance products, including and not limited to premium, commission reconciliation, financial projections & distribution channels
- Generate reports on the state of business on a regular basis(Monthly)
- Assist in preparation, analysis and presentation of all the relevant reports
- Supports bank branches with technical expertise, claims follow up and training on insurance products
- Act like a liaison manager between organizations and all insurance partners on insurance matters
- Active involvement in defining the appropriate skills of insurance sales staff and develop training curriculum to optimize sales targets
- Any other duties that may be assigned to you by the team leader.

Experience:

Minimum 8 years in Insurance experience.

Minimum Qualifications, Knowledge and Experience

- A business commercial qualification from a recognized university / institution
- Post graduate diploma/certificate in insurance
- Must have worked in an insurance company/ Broker for at least 3 years in operations involving placement of business, documentation
- Well versed in the various Insurance processes, products & claim handling

Key Competencies & Skills:

- Excellent interpersonal and communication skills.
- Analytical & problem solving skills
- Strong supervisory skills
- Proven planning, co- ordination and time management
- Well versed with insurance processes and products
- Well groomed and out going
- Good working relationship with employees

Applications indicating how your experience matches the position requirements and attaching detailed CV indicating current position, salary and names and contacts of three referees should be forwarded to: hr@abcthebank.com or talk2us@abcthebank.com

Only short listed candidates will be contacted. Canvassing will lead to automatic disqualification.