

EMPLOYMENT OPPORTUNITY

Job Title: Business Development Executive, Independent Agents

Reports To: Manager, Independent Agents

Location: Nairobi

About Heritage

We are a leading Insurance Company, affiliated to Liberty Group, a wealth management company represented in 18 African countries. We use our knowledge and actions to guide our customers on their journey to financial freedom. We believe in responding to the changing consumer and market needs through innovative solutions and technologically efficient processes.

Job Summary

The role holder will be responsible for the management and growth of relationship between Heritage and its independent agents in order to drive sales through the channel.

Key Responsibilities

- Recruit and monitor the performance of independent agents in line with the Heritage sales strategy
- Identify and develop new business opportunities through independent agents to achieve the channel's sales revenue budget
- Management of renewals/ business retention
- Provide accurate and competitive quotations promptly to prospective clients, brokers and agents
- Provide the required support to the agents, including training and licensing, to facilitate them in the delivery against the Heritage sales targets
- Conduct agent and client meetings and run detailed illustrations to introduce them to new and existing general insurance products.
- Develop and maintain relationships with both internal and external shareholders to support the achievement of sales targets.
- Build up detailed knowledge about the company's products and keep abreast of market conditions and developments.
- Monitor premium collection and credit control by the agents to ensure full compliance with the Credit Control Policy
- Provide feedback on gaps in the sales policies, procedures and processes for Agents to operations to ensure appropriate interventions are undertaken
- Establish and maintain a good relationship and high public relations with intermediaries and clients, including visitations
- Prepare timely, accurate, informative reports to management on performance of the distribution channel to facilitate decision making

Qualifications

- Bachelor's degree in Insurance, Marketing or other business-related discipline
- Progress towards Diploma in Insurance (ACII or AIK), (at least 5 papers or equivalent)

Experience

- 3 - 5 years' experience in sales and marketing of general insurance products

Competencies

- Sales and marketing skills
- Understanding of insurance operations and concepts
- Knowledge of insurance regulatory requirements
- Knowledge of underwriting processes, procedures and concepts
- Insurance product knowledge
- Stakeholder management skills
- Delivering results and meeting customer expectations
- Following instructions and procedures
- Coping with pressures and setbacks
- Analyzing
- Relating and networking
- Presenting and communicating information
- Working with people
- Adhering to principles and values
- Achieving personal work goals and objectives

Application Procedure

If you meet the above requirements, you are encouraged to forward your application and updated CV to vacancies@heritage.co.ke by **17th September, 2023**. Clearly state the job title on the subject heading.

Heritage is an equal opportunity employer and actively encourages diversity. Please note that only shortlisted candidates will be contacted.

Personal data collected will be used for recruitment purposes and in accordance with the privacy statement on our website <https://www.heritageinsurance.co.ke/>