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## JOB DESCRIPTION

**POST TITLE: BUSINESS DEVELOPMENT EXECUTIVE-INDEPENDENT AGENTS**

**DEPARTMENT: SALES AND MARKETING**

**REPORTING TO: HEAD OF COMMERCIAL**

### **JOB PURPOSE:**

The jobholder will be responsible for growth of the independent agents' insurance book by bringing in new business and sustaining existing business in line with the company's strategic plans.

### **PRINCIPAL ACCOUNTABILITIES:**

- Establish partnership with various agents, recruit new agents/clients, and other sources business channels.
- Develop a schedule and carry out client visits and provide a weekly plan and sales report.
- Ensure to meet the sales targets by sourcing for new business through independent agents.
- Follow up renewals from the agencies to improve business retention and reduce loss ratio.
- Ensure renewal notices are sent to clients within two months on lapse of the business.
- Ensure that agents who have credit facilities the terms are adhered with, and credit policy of the company is followed and assist in debt collection from business partner in your channel.
- Collect Market intelligence from the competition and feedback such information to management
- Keep and update quotation details by logging the same to the system to facilitate ease of retrieval and to enable the company to use the same details for further prospecting.

- Maintain and update data bank of business partners and intermediaries.
- Prepare report on success rate on quotation and reasons for unsuccessful quotes.
- Facilitate business quotation by liaising with underwriting department and ensure to submit the quotation to the requesting agents in good time to allow for feedback on our competitiveness.
- Read through tender documents requirements and prepare and submit the same as per tender instructions.
- Train agents on the company's products and document both attendance and training impact.
- Liaise with Finance department to facilitate timely payment of commission to the agents as per company policy and set timelines
- Adherence to all risk and compliance standards for the department as well as the company.
- Any other duty as may be assigned from time to time.

#### **RELATIONSHIPS:**

- Reporting to: Head Of Commercial
- Reportees: ( Directly =0, Indirectly =0)

#### **KNOWLEDGE AND EXPERIENCE (Qualifications)**

##### **1. Minimum Academic Qualifications:**

- *Bachelor's degree in business related course (Insurance Option, Marketing, Business administration and Finance) or equivalent from recognized university.*

##### **2. Experience:**

- *4 years' experience in the position.*

##### **3. Professional Qualifications:**

- Diploma in Marketing in Insurance or progress towards the same (AIK or CII/ACII).
- Knowledge of a broad range of insurance products.



**SKILLS AND COMPETENCIES.**

- Analytical thinking
- Ability to collate data, information and make informative observations
- Strategic perspective
- Flexibility
- Customer service orientation
- Understanding of financial/investment markets
- Team player
- Creative Thinking.
- Inter-personal skills.
- Basic Financial literacy-IFRS 9 and 17 Basic Understanding.

Application closing date to be 22<sup>nd</sup> January 2025. All applications should be done on [www.pacisinsurance.com/careers](http://www.pacisinsurance.com/careers) , attaching an updated CV and cover letter. Only shortlisted candidates will be contacted.