



Job Title: Relationship Officer (Specialty)

Department: Brokers and Corporate Partners

Job Summary

We are looking for a Relationship Officer to create and nurture long-term relationships with our customers and business partners. To resolve any issues that arise to ensure our customers and business partners are satisfied with our services.

Main Responsibilities

- Assess the risk exposures of clients (corporations, individuals, firms, etc.) to recommend appropriate coverage.
- Design custom insurance solutions for clients based on their specific business activities and potential liabilities.
- Review and analyze client contracts and corporate governance policies to ensure that appropriate indemnity protections are in place.
- Create and manage insurance policies, ensuring they are tailored to meet the specific needs of the business or individuals being covered.
- Provide guidance on policy structure, limits of liability, coverage exclusions and terms.
- Regularly update and revise insurance programs to align with changes in regulations, legislation, or business activities.
- Stay updated on relevant laws, regulations, industry trends related to professional indemnity, directors, officers liability and Other Specialised Insurance Products.
- Ensure all policies are compliant with applicable local, national, and international laws.
- Build and maintain strong relationships with clients, acting as their trusted advisor in managing professional risks and liabilities.
- Educate clients on the importance of PI, D&O and Other Specialised Insurance coverage and how to mitigate their exposure to risks.
- Collaborate with underwriters to design innovative insurance products and ensure that offerings remain competitive in the market.

Job Requirements

- Bachelor's degree in business, Risk Management, Finance, Law, Insurance or a related field.
- A minimum of two years' work experience in a related field.
- Strong understanding of professional liability risks and D&O exposures.
- Excellent negotiation and communication skills.
- Proficiency in legal terminology and contract interpretation.
- Analytical mindset with the ability to assess risks and propose solutions.
- Strong attention to detail and organizational skills.
- Ability to manage multiple clients and projects simultaneously.

The company reserves the right to call only the best qualified candidates for the selection exercises.
Applications received after the closing date might not be considered.
The company also reserves the right not to proceed with the vacancies.