



Job Title: Relationship Officer

Department: Brokers and Corporate partners.

Job Summary

To serve our partners by providing product and service information, analyzing and assessing risks for acceptance and submitting terms and conditions, resolving product and service issues for all general insurance products and services.

Main Responsibilities

- Maintain excellent relationship with our partners by delivering an optimum service within agreed timeframe.
- Attend to queries via emails, Phone Calls and Sources coming in person within agreed timeframe.
- Provide technical assistance to team by vetting proposal forms and provide risk assessment input to prepare quote.
- Verify and approve quotes as per limits of authority.
- Review renewal terms on a monthly basis.
- Reassess the risk before renewal and provide recommendations in respect of covers missing (upselling).
- Liaise with Reinsurance to bind cover for Facultative placement if any.
- Prepare risk presentations for Reinsurance Department for cases requiring Facultative placement or special acceptance.
- Verify policy documents as per set mandates and ensure that policy documents are approved as per set deadlines.
- Approve and sign cover notes and attestation letters.

Job Requirements

- Holder of a Bachelor's (or equivalent) degree (or equivalent experience) in insurance, business, actuarial or related field
- Knowledge of Underwriting Guidelines, Non-Motor Insurance Products and Reinsurance Treaty
- Good negotiation skills
- Good Communication skills, verbal and written
- Well versed with MS office tools (Excel and PowerPoint)
- Self-confident, committed, enthusiastic and able to work under pressure

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