

AGENCY MARKETING MANAGER

- World Class Insurer
- Strong Corporate Culture
- International Presence

Responsibilities:

1. To oversee and head the operations and business development of the Agency Department.
2. To provide prompt and efficient service to all Agents.
3. To recruit and develop good quality and professional Agents.
4. To handle Agents'/customers' requests and enquiries.
5. To visit Agents on regular basis to build rapport and maintain good relationship with them and keep up-to-date with development in Agents' business activities.
6. To review premium production and claim statistics of the Agents' accounts for negotiation, control and management of Agents' portfolio.
7. To ensure that computation of the agency benefits are completed by 1st week of March every year for compliance with the income tax submission.
8. To provide guidance and support to staff on underwriting issues through discussions and review of accounts.
9. To keep abreast of market developments to share knowledge with staff.
10. To plan and develop new business by working with Agents on special schemes/projects/bancassurance, etc.
11. To review and recommend to the General Manager ways to improve and expand the Department's operations/business.
12. To participate at company level committees for ad-hoc projects to improve and expand Company's operations/business.
13. To work closely with the Credit Controller to manage and implement proper credit control procedures and bad debt recovery actions.
14. To foster a market oriented focus and "outside in" thinking of the Agency Department.
15. To manage the agency training and development functions, implement and deliver planned training activities.

16. To create capabilities of agents, strengthening practical learning capabilities and develop a strong psychology for learning and development in support of strategy and business plan.
17. To perform any other duties assigned by the Head of Department or Management.

Requirements:

- A recognized degree or Diploma with minimum 5 years of relevant working experience in insurance agency direct marketing
- Professional certifications such as BCP, PGI and CGI are necessary.
- Able to work independently and in a team
- Possess a strong analytical and problem solving skills with good verbal / written communication and interpersonal skills
- Only Singaporeans and Singapore PRs need to apply

To apply, forward your resume to regina.tio@gsiconsultants.com or contact **Regina Tio** at +65 6834 0055. All applications will be treated with strict confidentiality. Only short-listed candidates will be notified.