



Excellent Career Opportunity

Vacancy: Branch Manager – Western Region

Ref: MRS/BDM/2020-05

Status: Regular

Purpose of the Job

As the overall in charge of the branch office, the successful candidate will ensure the office runs efficiently and profitably. Coordinate and supervise branch operations, ensure client retention, drive marketing and sales activities ensuring that they meet or exceed set performance targets. Manage claims and debt collection within company policy, sustain high customer service and engagement and grow Minet's market share in the region.

Duties and Responsibilities:

- Oversee & ensure the smooth running of the day to day operations at the branch.
- Maintain and grow the existing client portfolio.
- Consistently maintain an active prospect list by identifying regional prospects & targeting them with appropriate insurance solutions.
- Aggressively source and procure business in line with the set targets/budgets.
- Implement branch marketing and sales strategies focused on business growth and retention.
- Update the regional clients on industry and other legislative developments.
- Prepare various scheduled and ad-hoc management reports on branch performance.
- Prepare branch budget and maintain branch costs within budget.
- Provide divisional branch reports for the monthly divisional board meetings.
- Provide leadership and actively develop team members' skills and performance through coaching and training.

Experience and Qualifications:

- Bachelor's degree in a business-related field.
- Professional qualification in Insurance (Diploma, ACII, AIK) or equivalent is an added advantage.
- 5 years of relevant experience in a similar position within the insurance industry.
- Experience in sales management with a proven track record.
- Ability to supervise a team, deliver well under pressure and meet deadlines.
- Knowledge and prior experience in the western region is an added advantage.

Competencies and Attributes:

- Integrity.
- Interpersonal, communication and relationship building skills.
- Positive attitude, self-motivated, self-driven and able to work with minimal supervision.
- Passionate, confident, energetic and proactive.
- Good negotiation and networking skills.
- Good organizational and analytical skills.
- Flexible and adaptable.

If you meet the above requirements, please email your application and resume to recruitmentkenya@minet.co.ke on or before the close of business **22nd May, 2020**, quoting the job title as the subject. Only short-listed candidates will be contacted.