



**Business Development Executive: Employee Benefits**  
**Minet Namibia Insurance Brokers (Pty) Ltd – Windhoek Branch**

**General description of Position**

Responsible for growth of corporate / commercial business portfolio by generating new business according to set targets. Aggressive approach to obtaining new business.

**Key Responsibilities (but not limited to):**

- Pursuing and acquiring New Business in accordance with a pre-determined New Business Budget
- Identify, obtain and manage new business related to corporate (Pension Funds), individual business and investments and marketing opportunities in focused target markets
- Negotiating new business rates and terms with insurers
- Implement a strategy and action plan to achieve new business targets and "Growth Beyond Expectation"
- Compile professional quote presentations for submission to client's Management Executives
- Prepare monthly new business report for Management
- Understand and support the strategic business goals of the region
- Proactively look for opportunities to network and promote the Minet Group brand and build strong relationships within the insurance industry
- Provide professional and accurate advice pertaining to cover, exclusions, terms and conditions and ensuring clients are advised of any underwriting requirements in terms of their policies
- Providing excellent service to all our clients - be client oriented
- Acquaintance and familiarization with the respective Insurer's product offerings
- Keep abreast of market trends within the insurance industry and be informed about competitors' products
- Build and maintain amicable and effective relationships within the entire insurance industry
- Control new business income and profitability
- Maintain and comply with Internal Business Procedures and Minimum Operating Standards
- Attend meetings and prescribed insurance related courses
- Generate own correspondence and maintain up to date flow of documentation
- Adhere to the minimum Quality and Service Standards as laid down by the Division
- Continuous learning and professional development are essential
- Other functions that Management may require to be carried out from time to time

**Educational Qualifications (compulsory):**

- Grade 12 with 25 points
- Any tertiary qualification with relation to sales or business management

**Experience Requirements:**

- Minimum of 3 years Long-Term insurance broking
- A good track record within the insurance industry
- Have a solid sales background

**Skills/Competencies:**

- Have an aggressive new business attitude
- Be professional, well groomed, and appropriately attired to create a good impression and be able to interact with people at all levels in society and form important business relations
- Can prepare and conduct meetings and presentations with new prospective clients
- Be able to plan effectively and utilise sound judgement when making decisions
- Be reliable, self-motivated, have composure when dealing with demanding clients and have unquestionable integrity
- Have a high work ethic and must have the ability to function effectively under pressure
- Have good working technical knowledge of Long-term insurance products within the market
- Be highly proficient in the full Microsoft Office Suite
- Can work independently, cope with high volumes of work and perform under pressure
- Have above average communication skills, both written and verbal (Afrikaans & English essential and it will be an advantage if you can understand/speak a third language e.g., Oshivambo / German, etc)
- Be a team player, can build good relationships, support and actively participate in and contribute to any team initiatives
- Have a professional approach, be reliable and take responsibility for problem solving
- Be self-assured, display energy and enthusiasm whilst focusing on achieving goals - be enthusiastic, energetic and confident
- Have a basic understanding of the Financial Intelligence Act (FIA)

**Special Requirements (compulsory):**

- A valid code o8 driver's license, free of endorsements and own transport
- Must be willing to travel
- Have a sound financial background (ITC Report)
- Police Clearance Certificate

This is not a comprehensive list of requirements and may be changed at any given time.

***This position will comply with Minet Namibia (Pty) Ltd's Affirmative Action Policy.***

**CLOSING DATE: 28 November 2023**

**Kindly submit your cv via e-mail to [recruitment@minet.co.na](mailto:recruitment@minet.co.na)**

**\* Candidates not meeting the minimum requirements will not be considered**  
**\* Please take note that only shortlisted candidates will be contacted**